

**FAIRFIELD COUNTY  
PLANNING, BUILDING AND ZONING OFFICE  
Post Office Drawer 60  
Winnsboro, SC 29180  
(803)712-6596 Fax(803)635-2767**

**MEMO**

To: ALL APPLICANTS

From: Ronald Stowers, Director of Planning, Building and Zoning

Date: May 24, 2000

Re: APPLICATION FOR CERTIFICATE OF ZONING COMPLIANCE

In order to apply for a certificate of zoning compliance you must have the following information:

1. Name and address of property owner
2. Description of proposed use
3. Legal description of the property. This can be supplied by a copy of property tax notice, copy of deed, or Tax Map Number. Tax Map Number can be obtained from:  
Tax Assessor=s Office  
Fairfield County Courthouse  
Winnsboro, SC 29180  
(803)712-6520 Fax: (803)635-2767
4. If applicable, a plat and/or site plan with date and scale that meet the requirements of Section 9-2.3 of the Zoning Ordinance. (i.e. shape and dimensions of the lot; size, height and location of existing and proposed buildings and structures including proposed setbacks from property lines; existing and intended use of each building or part of building; location of floodplain and wetland areas on property, if any; and any other information that may be required to determine compliance with the Fairfield Zoning Ordinance.

**No application for a certificate will be accepted and processed until all information has been submitted. A minimum of one (1) business day is required for reviewing an application.**

**IMPORTANT**

Section 9-4. of the Fairfield County Zoning Ordinance (ordinance No. 365) makes it unlawful to use or occupy or permit the use or occupancy of any building (including manufactured homes) or premises, or both, or parts thereof created, erected, changed, converted, or wholly or partly altered or enlarged in its use or structure until a CERTIFICATE OF ZONING COMPLIANCE has been issued by the Fairfield County Planning, Building and Zoning Department. No permit for erection, alteration, moving or repair of any building nor any manufactured home license shall be issued until an application has been made for a CERTIFICATE OF ZONING COMPLIANCE, and the CERTIFICATE OF ZONING COMPLIANCE has been issued by our office.