



# County of Lexington

## Community Development Department

212 South Lake Drive, Suite 401, Lexington SC 29072 Phone : (803) 785 -8121 Fax: (803) 785 - 8188  
CDCustomerService@lex-co.com

### Development Services Division

## **Zoning Letter Request Form**

#### **Applicant Information**

Effective July 1, 2025

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### **Property/Site Location Information**

Property Street Address: \_\_\_\_\_ TMS# \_\_\_\_\_

#### **Check Type of Letter Requested** (Check one box only)

- ☐ **Zoning Verification Letter** [\$22 fee made payable to County of Lexington must accompany request]  
Identifies the current Zoning District and Street Classification for a specific TMS# (parcel).
- ☐ **Compliance Review Letter** [\$45 fee made payable to County of Lexington must accompany request]  
Includes information in *Zoning Verification Letter* and identifies allowed or disallowed use of a specific activity for a specific TMS# (parcel).  
Description of proposed activity/usage: \_\_\_\_\_
- ☐ **As-built Plan Compliance Review Letter** [\$80 fee made payable to County of Lexington must accompany request]  
Includes information in *Compliance Review Letter* and identifies compliance or non-compliance with current Zoning for an existing activity for a specific TMS# (parcel). As-built plans drawn as per following requirements must accompany request:
- Two (2) copies of a site plan drawn to a scale of 1" = 20', 30', 40', 50', or 60'.
  - Name of business/activity.
  - The shape and dimensions of the lot/parcel that the activity is located and the shape, dimensions, and location of all existing buildings/structures located on the lot/parcel.
  - The width of adjoining road rights-of-way and/or utility easements and the location of the lot with respect to these rights-of-way and easements.
  - The location of driveways and parking spaces, and the total number of parking spaces. Indicate the sight distance from the existing driveways and the maximum posted speed limit for the roads being accessed by the driveways.
  - Location and distance of all existing houses and mobile homes within 250' of the activity's property lines.
  - Location of all existing signs (freestanding, wall, marquee, etc.) For Freestanding signs, show their height and display area, and the distance to adjoining properties and road rights-of-way. Wall signs and marquee sign be shown on an elevation view of the building/structure with the size and measurement of protrusion from the face of the building/structure.
  - For a "Group Assembly" activity that is located on or near water (lakes, rivers, etc.), the distance to the property lines across the water must be shown.
  - For buildings/structures higher than 20' from the elevation at adjoining property line, show the height and location in an elevation view.
  - Show location of any exterior lighting, direction of light from its source, and for light encroaching over the property line of an adjoining residential use, the extent of the encroachment and the illumination, as measured in foot candles at the adjoining residential property line.