



Site Plan

Application and Checklist

Checklist for All Applications

A complete site plan application shall include the following information. Please initial to signify that the requested information has been provided.

		Applicant Initials	Staff Initials
A copy of this Application Checklist , completed by the applicant.		<input type="text"/>	<input type="text"/>
A completed and signed Application Form		<input type="text"/>	<input type="text"/>
Letters of Agency for all applications where the applicant is not the owner of the subject property		<input type="text"/>	<input type="text"/>
Payment of the required fee (see Unified Development Ordinance Fee Schedule)		<input type="text"/>	<input type="text"/>
Existing Site Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)	<input type="text"/>	<input type="text"/>
Proposed Site Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)	<input type="text"/>	<input type="text"/>
Building Elevations and Floor Plans Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)	<input type="text"/>	<input type="text"/>
Parking Plan Required if project proposes more than ten off-street parking spaces. Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)	<input type="text"/>	<input type="text"/>
Landscape Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)	<input type="text"/>	<input type="text"/>
Green Building Standards Checklist	1 digital copy (pdf format)	<input type="text"/>	<input type="text"/>



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1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Property Information

Address		
Tax Map Reference Number(s)		
Current use	Proposed use	
Current zoning	Number of lots or units	Total square feet

3. Property Status

Pursuant to S.C. Code § 6-29-1145, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit? Yes No

4. Property Ownership

Does the applicant own the property? Yes No

If the applicant does not own the property, complete the **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner's behalf.

<i>For staff use only</i>	
Date received (M/D/Y): _____/_____/_____	By: _____



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5. Type of Site Plan

Please identify the type of site plan:

Minor <input type="checkbox"/>	Major <input type="checkbox"/>
Development of: <ul style="list-style-type: none">• Accessory uses and structures• Multi-family development with 25 or fewer dwelling units• Non-residential development of less than 100,000 square feet	All development that does not qualify for a minor site plan

6. Project Description

Provide a brief description of the project.



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7. Additional Submission Requirements

Existing Site Plan

This shall be a site plan of the existing conditions or a plat of survey with improvements shown, to scale and fully dimensioned.

Proposed Site Plan

The proposed site plan shall be prepared to scale and fully dimensioned, and include the following:

	Applicant	Staff
Total acreage	<input type="checkbox"/>	<input type="checkbox"/>
Location of lots and outlets (numbered and area in square feet)	<input type="checkbox"/>	<input type="checkbox"/>
Location of buildings (including setbacks from property lines and distances between buildings)	<input type="checkbox"/>	<input type="checkbox"/>
Location of parking and access/driveways	<input type="checkbox"/>	<input type="checkbox"/>
Location of rights-of-way and/or easements for streets, railroads, and utility	<input type="checkbox"/>	<input type="checkbox"/>
Lines upon and abutting subject property	<input type="checkbox"/>	<input type="checkbox"/>
Location of streets, alleys, railroads, and utility lines upon and abutting subject property	<input type="checkbox"/>	<input type="checkbox"/>
Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year floodplains and floodway	<input type="checkbox"/>	<input type="checkbox"/>
Location of open space	<input type="checkbox"/>	<input type="checkbox"/>
Location of signage	<input type="checkbox"/>	<input type="checkbox"/>
Location and height of all fences, walls, and exterior lighting		
Statement/chart of the intensity of development (number and size of dwelling units by unit type for residential and/or gross floor area by building and use for nonresidential)	<input type="checkbox"/>	<input type="checkbox"/>
Topography by contours (at vertical intervals of not more than 5 feet)	<input type="checkbox"/>	<input type="checkbox"/>
Stamp of registered surveyor, engineer, and/or architect	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Scale	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map (at 1 inch equals 1,000 feet)	<input type="checkbox"/>	<input type="checkbox"/>

Building Elevations and Floor Plans

	Applicant	Staff
Please attach building elevations and floor plans.	<input type="checkbox"/>	<input type="checkbox"/>



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Parking Plan

If required, the parking plan shall be prepared to scale and fully dimensioned, and include the following:

	Applicant	Staff
Location of parking and access/driveways	<input type="checkbox"/>	<input type="checkbox"/>
Dimensions of all parking spaces, aisle widths, driveways, and curb cuts	<input type="checkbox"/>	<input type="checkbox"/>
Statement/chart of required parking spaces and number of parking spaces provided, including accessible parking spaces	<input type="checkbox"/>	<input type="checkbox"/>
Pedestrian and bicycle circulation through the off-street parking areas and their connections to the circulation system for the development	<input type="checkbox"/>	<input type="checkbox"/>
Transit facilities	<input type="checkbox"/>	<input type="checkbox"/>
Connections to transit facilities within, abutting, or near the development	<input type="checkbox"/>	<input type="checkbox"/>
Statement/chart of required bicycle parking and number of bicycle parking spaces provided	<input type="checkbox"/>	<input type="checkbox"/>
Location and design of bicycle parking	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle stacking distances	<input type="checkbox"/>	<input type="checkbox"/>

Landscaping Plan

If required, the landscaping plan shall be prepared to scale and fully dimensioned, and include the following:

	Applicant	Staff
All utility (water, sewer, gas, elec.) location(s) including street and parking lights	<input type="checkbox"/>	<input type="checkbox"/>
Location of all trees being preserved (scaled symbol(s) and labeled as existing with size & species)	<input type="checkbox"/>	<input type="checkbox"/>
Location of any street trees within right-of-way (scaled and properly labeled);	<input type="checkbox"/>	<input type="checkbox"/>
Existing and/or proposed landscaping to meet the landscape and tree ordinance	<input type="checkbox"/>	<input type="checkbox"/>
Prepared by a registered landscape architect (for sites larger than one acre)	<input type="checkbox"/>	<input type="checkbox"/>

Green Building Standards

	Applicant	Staff
Please attach Green Building Standards Checklist with anticipated points earned	<input type="checkbox"/>	<input type="checkbox"/>

8. Signature

Signature of Applicant	
Print Name	Date