

Checklist for All Applications

A complete sketch 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 page 4 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"/>



Site Plan Application and Checklist

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 existing lots	Number of proposed lots	Total acreage	Total square footage

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: _____

5. Type of Site Plan

Please identify the type of site plan:

Minor

Major

Development of:

- 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.

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	<input type="checkbox"/>	<input type="checkbox"/>
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

Please attach building elevations and floor plans Applicant Staff

Parking Plan

If required, the parking 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"/>

Landscaping Plan

If required, the landscaping 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"/>

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