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.			
A completed and signed Application Form			
Letters of Agency for all applications where the applicant is not the owner of the subject property			
Payment of the required fee (see Unified Development Ordinance Fee Schedule)			
Existing Site Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)		
Proposed Site Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)		
Building Elevations and Floor Plans Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)		
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)		
Landscape Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)		
Green Building Standards Checklist	1 digital copy (pdf format)		

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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.

For staff use only

Date received (M/D/Y): _____/_____/_____ By: _____

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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.

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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	☐	☐
Location of lots and outlets (numbered and area in square feet)	☐	☐
Location of buildings (including setbacks from property lines and distances between buildings)	☐	☐
Location of parking and access/driveways	☐	☐
Location of rights-of-way and/or easements for streets, railroads, and utility	☐	☐
Lines upon and abutting subject property	☐	☐
Location of streets, alleys, railroads, and utility lines upon and abutting subject property	☐	☐
Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year floodplains and floodway	☐	☐
Location of open space	☐	☐
Location of signage	☐	☐
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)	☐	☐
Topography by contours (at vertical intervals of not more than 5 feet)	☐	☐
Stamp of registered surveyor, engineer, and/or architect	☐	☐
North arrow	☐	☐
Scale	☐	☐
Vicinity map (at 1 inch equals 1,000 feet)	☐	☐

Building Elevations and Floor Plans

	Applicant	Staff
Please attach building elevations and floor plans.	☐	☐

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

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	☐	☐
Location of all trees being preserved (scaled symbol(s) and labeled as existing with size & species)	☐	☐
Location of any street trees within right-of-way (scaled and properly labeled);	☐	☐
Existing and/or proposed landscaping to meet the landscape and tree ordinance	☐	☐
Prepared by a registered landscape architect (for sites larger than one acre)	☐	☐

Green Building Standards

	Applicant	Staff
Please attach Green Building Standards Checklist with anticipated points earned	☐	☐

8. Signature

Signature of Applicant	
Print Name	Date