



Zoning & Planning Department

Charleston County Site Plan Review Packet

- ◆ Site Plan Review Application
- ◆ Letter of Intent
- ◆ Restrictive Covenants Affidavit
- ◆ Tree Affidavit
- ◆ Review Committee
- ◆ ZLDR Checklist
- ◆ Review Process Flow Chart

Submit electronically through the Charleston County CSS Portal:

https://eplweb.charlestoncounty.org/energov_prod/selfservice#/home

Site Plan Review Application

**County of Charleston
Zoning & Planning Department**

Public Services Building
Planning Department
4045 Bridge View Drive
North Charleston, SC 29405
Phone 843-202-7200
Fax 843-202-7222
www.charlestoncounty.org



The following documents are to be submitted to the Zoning and Planning Department for review in compliance with the *Charleston County Zoning and Land Development Regulations Ordinance (ZLDR)*. Prior to approval, staff may identify and request additional documentation upon review to ensure compliance. Please see the checklist for additional information.

- 1) Current Approved and Recorded Plat showing present boundaries of property.
- 2) A Letter of Intent signed by the applicant or property owner(s) stating the name of the business, intended use of parcel/building, hours of operation, number of employees, etc.
- 3) Restrictive Covenants Affidavit(s) signed by the applicant or current property owner(s).
- 4) Tree Affidavit signed by the applicant or current property owner(s).
- 5) An accurate, legible **Site Plan drawn to Engineer's Scale**. The site plan(s) should show the existing and proposed site conditions including: property dimensions, dimensions and locations of all existing and proposed structures and improvements, parking areas, Grand tree survey (Any tree measuring 24 inches or greater diameter breast height (DBH) or other protected trees) within 40' of the project area, saltwater wetlands (properties containing SCDES-OCRM Critical Line areas must contain an up to date SCDES-OCRM signature on the site plan or plat), holding basins, and buffers when applicable.
- 6) Fee: \$50 for Limited SPR; \$250 or \$500 for Full SPR (based on building size/disturbance) - payment can be made via check, cash, card, or applicant may request invoice for online payment.

Applicant Name: _____

Mailing Address: _____

City, State, Zip Code _____

Phone #: _____ Fax #: _____

Email address: _____

Owner's Name: _____ Phone #: _____

Owner's Email: _____

If the owner does not wish to receive correspondence related to the SPR application, please check here:

Subject Property Address: _____ T.M.S. #: _____

Project Description: _____

Applicant Signature

Date

OFFICE USE ONLY

| | | |
|--|--|-----------------|
| Zoning District: | Overlay District: | Plat Book/Page: |
| Flood Zone: | Address Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Special Exception Required: <input type="checkbox"/> Yes <input type="checkbox"/> No | LSPR or ZSPR Case #: | |
| LSPR <input type="checkbox"/> ZSPR <input type="checkbox"/> Fee: | Application Date: | |
| Comment Review Meeting Date/Time: | | |



Zoning and Planning Department
 Joel H. Evans, AICP, PLA, Director
 Lonnie Hamilton III Public Services Building
 4045 Bridge View Drive
 North Charleston, SC 29405
 843.202.7200

**Letter of Intent
 (Non-Residential)**

| | |
|------------------------------|-------------------|
| Applicant Information | |
| <i>First Name:</i> | <i>Last Name:</i> |
| <i>Mailing Address:</i> | |
| <i>Home/Cell Phone #:</i> | |
| <i>Email Address:</i> | |

| | |
|---|----------------------------|
| Property Information | |
| <i>Business Address:</i> | |
| <i>Is this your residence?</i> | |
| <i>Name of Business and/or Project:</i> | |
| <i>Tax Map #:</i> | |
| <i>Days of Operation:</i> | <i>Hours of Operation:</i> |
| <i>Number of Employees:</i> | <i>Zoning District:</i> |
| <i>Please provide a <u>detailed</u> explanation of your proposal:</i> | |
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|------------|-------|
| Signature: | Date: |
|------------|-------|

| Office Use Only | |
|--|--|
| Zoning District: | Taken in by: |
| TMS#: | Flood Zone: |
| Home Occupation: <input type="checkbox"/> Yes <input type="checkbox"/> No | Vacant for more than 2 years: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Overlay District: <input type="checkbox"/> Yes <input type="checkbox"/> No | Ingress/Egress: <input type="checkbox"/> Private <input type="checkbox"/> Muni <input type="checkbox"/> County <input type="checkbox"/> State |
| Name of Overlay District: | Drainage Easements: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Approved use? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No By: | Date: |



Joel H. Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
Fax: 843.202.7222
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405-7464

RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) _____ located at (address/es) _____, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by _____ Date _____ Application Number _____

“Section 6-29-1145.

(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

(C) As used in this section:

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;**
- 2. ‘permit’ does not mean an authorization to build or place a structure on a tract or parcel of land; and**
- 3. ‘restrictive covenant’ does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.”**



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TREE AFFIDAVIT

FOR USE ON NON-RESIDENTIAL, MULTI-FAMILY, & MOBILE HOME DEVELOPMENTS

I, _____, hereby certify that proposed development at
(address): _____,

PID # (Parcel Identification #) / TMS # (Tax Map #): _____

will be undertaken without the disturbance, alteration, removal, or destruction of any required Grand Tree (24" DBH or greater) and protected tree (8" DBH or greater) as defined in **Article 9.2 Tree Protection and Preservation** of the *Charleston County Zoning & Land Development Regulations*.

Tree protective barricades shall be placed around all required trees in or near development areas as described in **Article 9.2.4.B Tree Protection During Development and Construction**.

I assume full legal responsibility for any actions not in compliance with tree preservation requirements of Charleston County. I am aware that violations may result in stop work orders, revocation of zoning and building permits, delays in issuance of certificate of occupancy, fines and replacement of trees as mandated by the Board of Zoning Appeals or Planning Director.

(Owner / Representative Signature) (Date)

(Print Name)

For Staff Use Only:
Received by _____ Date _____ Application Number _____

CHARLESTON COUNTY PLANNING SITE PLAN REVIEW

Purpose

Limited (LSPR) and Full (ZSPR) Site Plan Review are the processes used to examine all uses and/or proposed developments, except for single family detached residential, for the purpose of ensuring compliance with County requirements. The LSPR and ZSPR Committees consist of representatives from various County agencies who will address the issues of the project including zoning, building codes, health standards, traffic/highway regulations, drainage/road requirements, compliance with wetland regulations and Stormwater regulations.

At the time of initial submittal, the applicant and/or owner may be advised of the time and date of the initial review and requested to attend, if applicable.

REVIEW COMMITTEE

| | |
|--|--------------|
| Planning Dept. siteplanreview@charlestoncounty.org | 843-202-7200 |
| Public Works (Stormwater, Engineering) stormwater@charlestoncounty.org | 843-202-7600 |
| Building Inspection Services buildingservices@charlestoncounty.org | 843-202-6930 |
| SCDES – OCRM | 843-953-0200 |
| SCDES – Septic | 843-953-0150 |
| SCDES – Restaurants | 843-953-4713 |
| SCDOT | 843-740-1655 |
| US Corp. Eng. | 843-329-8044 |

LETTERS OF COORDINATION EMAIL ADDRESSES:

U.S. Postal Service (USPS) – eric.r.sigmon@usps.gov

Charleston Area Regional Transportation Authority (CARTA) – belenv@bcdcoq.com

Zoning and Land Development Regulations:

<http://online.encodeplus.com/regs/charlestoncounty-sc/index.aspx>

Applications can be submitted electronically through the Charleston County CSS Portal:

https://eplweb.charlestoncounty.org/energov_prod/selfservice#/home

The following information is provided for assistance with procedures and requirements necessary for Zoning & Planning during Site Plan Review. It does not include all regulations pertaining to every phase of development or other departments and agencies. The current Zoning and Land Development Regulations can be accessed at: <http://online.encodeplus.com/regs/charlestoncounty-sc/index.aspx>

CHECKLIST FOR ZONING & PLANNING REVIEW

Dimensional Site Layout Plan (drawn to engineer's scale)

- North arrow and graphic scale.
- Label existing and proposed site conditions.
- Identify all adjacent property Uses and Zoning District.
- Label limits of construction/disturbance, setbacks, and buffers.
- Locate improvements within setbacks/buffers.
- Site layout with majority of parking to side and/or rear of building(s).
- Indicate square footage and percentage of building cover.
- Indicate square footage of building(s) with breakdown of uses, i.e. office, storage, display, seating area, etc.
- Show dimensions of driveways, parking, and loading areas.
- Label parking surface material and provide construction detail. Show striping if paved, wheel stops if gravel.
- One curb cut per 250 feet of lot frontage is allowed.
- Minimum two-way driveway width of 20', 23' at parking areas, and 30' maximum drive width without 5' planted median.
- Provide parking space calculations for use. 30% of parking spaces are to be pervious surface material.
- Show handicap accessible parking and access.
- Vehicle stacking, if applicable.
- Show sidewalks and pedestrian connectivity in the Urban Area.
- Show bicycle rack(s) in the Urban Area.
- Indicate dumpster location and screening (6' minimum opaque fence on all four sides) with construction detail. Otherwise, show garbage and recycling collection areas.
- Indicate location of mechanical equipment/hvac and screening, i.e. fence, wall, or landscaping.
- Label laydown and outdoor storage area(s).
- Show all fencing locations and details of height and material.
- Wetland delineation, if applicable.

Landscape and Tree Retention Plan (drawn to engineer's scale)

- Provide a tree survey executed by a SC registered surveyor for the entire parcel plus 10' on adjacent parcels. Indicate all Grand trees, 24" or greater except for pines and sweetgums, and Protected trees, all trees 8" or greater.
- Indicate total number of trees existing prior to development, the number of trees to be removed, and the number of trees post-development. Minimum retention is 20 trees or 160" of tree per acre.
- Provide a Tree Protection barricade detail shown to 1' feet x DBH as a radius from the trunk. Disturbance and/or encroachment limits shall not impact more than 25% of the tree protection area. Additional information may be requested based on impacts.
- A Plant Schedule shall be provided that coordinates with plants identified on the Landscape Plan. The schedule shall note quantity, species, and size of the proposed plant material. *See Ordinance Section 9.4.6.A.*

| Plant Type | Minimum Size |
|---------------------|--------------------------------|
| Canopy Trees | 2 ½" caliper & 12' height |
| Understory Trees | 8' height |
| Evergreen / Conifer | 5' height |
| Shrubs | 3 gal. & 18"-24" ht. or spread |

At least 50% of required understory trees shall be evergreen. Any plant material that grows to an ultimate height of 18" shall be considered groundcover and cannot be used to fulfill any of the shrub requirements of the Ordinance.

- Identify Right-of-way Buffers and indicate existing and proposed plant material. *See Ordinance Section 9.4.4.A.*
- Identify Land Use Buffers and indicate existing and proposed plant material. *See Ordinance Section 9.4.4.D.*
- Terminate parking lot bays with a tree island with a minimum size of 9' x 18'. There shall be no more than 10 spaces in a row without tree island separation. Tree islands shall have a canopy tree.

CHECKLIST FOR ZONING & PLANNING REVIEW

Landscape and Tree Retention Plan (continued)

- Parking / Loading / Vehicular Access Drive areas shall have an 8' wide landscaped buffer with a continuous hedge and one canopy tree per 50 linear feet. *See Ordinance Section 9.4.3.A.*
- Identify bedlines indicating areas to be mulched and grassed.
- Identify foundation plant beds and landscaping.
- Show any existing or proposed overhead utilities and/or utility easements.

Grading and Drainage Plan (drawn to engineer's scale)

- Show existing and proposed contours and spot elevations.
- Indicate limits of disturbance/construction.
- Indicate flow patterns.
- Square footage and percentage of impervious area must be indicated.

Architecture, Signs, and Lighting

- No structures shall be symbolic in design for advertising purposes.
- Structures shall have a uniform architectural theme.
- Provide building elevation drawings for all proposed structures. Elevations shall indicate exterior building materials and details on the color scheme in compliance with the Ordinance. Material samples may be requested.
- No more than three complementary colors on exterior.
- Show location of all loading/rollup doors.
- Exterior walls with a vertical area exceeding 1,500 sf shall require multi-dimensional features such as canopies, fascia, and /or setbacks (minimum 3' offset).
- No unadorned concrete or bare metal finishes are allowed.
- All signage is submitted, reviewed, and permitted under separate application. Stand-alone signs must be located 5' off the right-of-way and meet the requirements of the vision triangles.

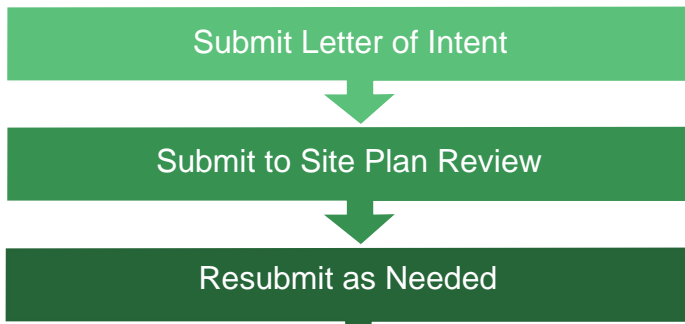
- A Site Lighting Plan including photometrics shall be provided by a qualified engineer. Footcandle output should be indicated throughout the site, and 10' beyond the property boundaries, with no more than 0.5 footcandles spilling onto adjacent residential properties and public right-of-ways.
- Light fixture details shall be provided and indicate a concealed light source including a lens or shield.

Other Coordination Documents (as needed)

- Shared Access Agreement
- Shared Parking Agreement
- Water service (well/public)
- Wastewater service (septic/sewer)
- Charleston County Public Works Engineering and/or Stormwater
- Traffic Study
- Fire Marshal
- Charleston County Building Inspection Services
- Adjacent Jurisdiction(s)
- US Post Office (USPS)
- Charleston Area Regional Transportation Authority (CARTA)
- SC Department of Transportation (SCDOT)
- SC Department of Environmental Services (SCDES)
- Variance(s) or Special Exception Required by the Board of Zoning Appeals

Site Plan Review Process

Limited Site Plan Review



Full Site Plan Review

