



Charleston County Zoning & Planning  
**Site Plan Review**  
Application Package

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

# 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](http://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 with the ZLDR.

- 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 DHEC-OCRM Critical Line areas must contain an up to date DHEC-OCRM signature on the site plan or plat), holding basins, and buffers when applicable.
- 6) Current letter of water and wastewater availability.
- 7) U.S.P.S. & C.A.R.T.A. Letters of Coordination
- 8) StormWater Application – submit to Zoning Dept. (Application Type & fee to be determined by Public Works during Site Plan Review process.)
- 9) Two hard copies delivered to the Zoning department and one digital copy of all documents in PDF format. Please email digital submission to [siteplanreview@charlestoncounty.org](mailto:siteplanreview@charlestoncounty.org)
- 10) Fee: \$250 or \$500 (based on building size/disturbance) - payment can be made via check, cash, card, money order, or invoiced 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**

<b>Office Use Only</b>		ZSPR: _____
Zoning District: _____	Plat Book/Page: _____	Application Date: _____
Overlay District: _____	Address Verified: _____	Comment Review Meeting Date/Time: _____
Special Exception Required: Y/N	Public Water/Well Sewer/Septic Tank Flood Zone: _____	
Fee: _____		

**Letter of Intent**

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

**Property Information**

<i>Address:</i>	
<i>verified:</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	
<i>Is this your residence?</i>	
<i>Name of Business and/or Project:</i>	
<i>TMS #:</i>	
<i>Days of Operation:</i>	<i>Hours of Operations:</i>
<i>Number of Employees:</i>	<i>Zoning District:</i>

*Please provide a detailed explanation of your proposal:*


<i>Signature:</i>	<i>Date:</i>
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**Office Use Only**

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



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

843.202.7200  
1.800.524.7832  
Fax: 843.202.7222  
Lonnie Hamilton, III  
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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 next page 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 holders 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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**ZONING & PLANNING DEPARTMENT**

**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 9.4 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 9.4.4.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

Site Plan Review (SPR) is a process used to examine all proposed developments, except for single family detached residential, for the purpose of ensuring compliance with County and State requirements. The SPR Committee consists of representatives from various state and 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 Storm Water regulations.

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

## REVIEW COMMITTEE

Planning Dept.	<b>Jennifer Stiles</b>	843-202-7200
Public Works (Stormwater, Engineering)		843-202-7600
Building Inspection Services		843-202-6930
SCDHEC		843-953-0565
SCDOT		843-740-1655
US Corp. Eng.		843-329-8044
DHEC OCRM		843-953-0232

## LETTERS OF COORDINATION EMAIL ADDRESS:

U.S. Postal Service (USPS) – [eric.r.sigmon@usps.gov](mailto:eric.r.sigmon@usps.gov)

Charleston Area Regional Transportation Authority (CARTA) – [belenv@bcdcoq.com](mailto:belenv@bcdcoq.com)

Zoning and Land Development Regulations:

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

Please send submittals and resubmittals to [siteplanreview@charlestoncounty.org](mailto:siteplanreview@charlestoncounty.org).  
General Site Plan Review questions can be forwarded to this email.



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 Playout Plan (drawn to engineer's scale)

- North arrow and graphic scale
- Locate structure within setbacks / buffers.
- Indicate percentage of building cover.
- Indicate square footage of building / structure with breakdown of uses within, i.e. office, storage, display, etc.
- Indicate elevation of finished floor for building / structure.
- Indicate building / structure maximum height.
- One curb cut per 250 feet of lot frontage is allowed.
- Driveways / parking / loading areas should be dimensioned and paving material labeled. Show striping if paved, wheel stops if gravel.
- Minimum two-way driveway width of 20', 23' at parking areas, and 30' maximum drive width without median.
- Minimum number of parking spaces for use. Spaces in excess of 120% of required minimum are to be pervious.
- Indicate dumpster location, screening (6' minimum opaque fence / wall on all four sides), and construction details and elevations.
- Indicate location of mechanical equipment and screening, i.e. fence, wall, landscaping (see above).
- Shared Access Agreement, if applicable
- Shared Parking Agreement, if applicable
- Variance Required by the Board of Zoning Appeals

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

- Identify all adjacent property Uses and Zoning District.
- Show any existing or proposed overhead utilities.
- Provide a tree survey executed by a SC registered surveyor for the entire parcel plus 10' on adjacent parcels. Indicate all Grand trees and Protected trees.
- 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 / acre or 160" DBH / acre.

### Landscape and Tree Retention Plan (continued)

- Provide a Tree Protection barricade detail shown to canopy drip line or [1.5 feet x DBH]. Disturbance limits shall not impact more than 25% of the root system (beneath canopy drip line).
- Identify Right-of-way Buffers and indicate existing and proposed plant material. *See Ordinance Section 9.5.4.A.*
- Identify Land Use Buffers and indicate existing and proposed plant material. *See Ordinance Section 9.5.4.A.*
- 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. *See Ordinance Section 9.5.3.B.*
- 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 9.5.3A.*
- 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 9.5.6.A.*

Plant Type	Minimum Size
Canopy Trees	2 1/2" caliper & 12' height
Understory Trees	8' height
Evergreen / Conifer Trees	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 bedlines indicating areas to be mulched and grassed. *See Section 9.5.6.A.5.*
- Identify foundation plant beds and landscaping. *See Section 9.6.4.A.1.*
- Variance required by the Board of Zoning Appeals.



# CHECKLIST FOR ZONING & PLANNING REVIEW

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

- Show existing and proposed contours.
- Show finished spot elevations.
- Show storm water retention.
- 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 any proposed structure. Elevations shall indicate exterior building materials and details on the color scheme in compliance with the Ordinance. Material samples may be requested.
- 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).  
Side and rear elevations
- No unadorned concrete or bare metal finishes are allowed.
- Indicate wall signage on Building Elevations.
- Stand-alone signs must be located 5' off the right-of-way and meet the requirements of the vision triangles.
- A Site Lighting / Photometric Plan 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 (indirect) light source.

# Site Plan Review Process

