



Planning

Charleston County Site Plan Review Application Package

Forms to be returned to the Planning Department with Items 1-7

- ◆ Site Plan Review Application
- ◆ Letter of Intent
- ◆ Restrictive Covenants Affidavit
- ◆ Review Committee
- ◆ Fee Schedule
- ◆ Ordinance Regulations
- ◆ Review Process Flow Chart

Site Plan Review Application

County of Charleston 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



This application must be complete and submitted **in person** to the Planning Department in order to apply for Site Plan Review. Please read the entire form prior to completing the application. The applicant shall receive a copy of this completed form at the time the application is filed. **Please fold all information in complete, individual packages approximately 8½" X 11" prior to submitting and REFERENCE THE PARCEL I.D. NUMBER ON ALL SUBMITTALS AND RE-SUBMITTALS.**

- 1) Four copies of 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) Four copies of an accurate, legible **Site Plan drawn to Engineers Scale** must be attached. The site plan must show property dimensions, dimensions and locations of all existing and proposed structures and improvements, parking areas, Grand trees (Any tree measuring 24 inches or greater diameter breast height (DBH) except Pine tree and Sweet Gum tree (*Liquidamber styraciflua*) species), 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. Upon Site Plan approval, you will submit two sets of construction drawings for building plan review.
- 5) Current letter of water and sewer availability.
- 6) U.S.P.S. & C.A.R.T.A. Letters of Coordination – Email address on REVIEW COMMITTEE PAGE
- 7) StormWater Application – submit to Zoning Dept. (Application Type to be determined during Site Plan Review process.)
- 8) Fee: see current Fee Schedule - check made out to "Charleston County" or cash.

Applicant Name: _____

Mailing Address: _____

City, State, Zip Code _____

Phone #: _____ Fax #: _____

Email address: _____

Owner's Name: _____ Phone #: _____

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

Project Description: _____

Applicant Signature

Date

OFFICE USE ONLY

ZSPR- _____

Application date: _____

Zoned: _____

Flood Zone: _____ Panel: _____

Plat book/page: _____ / _____

Plat date _____

Special Exception Required _____

Public Water/Well
(circle one)

Sewer/Septic Tank
(circle one)

FEE: _____

Address Verified By: _____

Meeting Day & Date

Time

Letter of Intent to Establish a Business

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>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:</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 proposed use:

Signature: _____ *Date:* _____

Office Use Only

Zoning District:	Taken in by:
TMS#:	

Home Occupation: **Yes** **No** **Vacant for more than 2 years:** **Yes** **No**

Overlay District: **Yes** **No** **Name of Overlay District:**

ZONING CLASSIFICATION:

Approved use? **Yes** **No**

Approved: **Yes** **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 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."

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.

Plans submitted by **12:00 p.m. on Tuesday** will be scheduled for review the following **Thursday (9 days later)**. At the time of initial submittal, the applicant will be advised of the time and date of the review and requested to attend.

REVIEW COMMITTEE

Planning Dept.	Sally Brooks	843-202-7200
Engineering	John Carullo , Drainage/Road Req.	843-202-7200
Health Dept.		843-953-0565
S.C.D.O.T.		843-740-1655
U.S. Corp. Eng.		843-329-8044
O.C.R.M.		843-953-0232
StormWater Division		843-202-7600
Building Inspection Services		843-202-6930

The Committee members may contact you if they need additional information regarding your project.

LETTERS OF COORDINATION EMAIL ADDRESS:

U.S. Postal Service (U.S.P.S.)– bryan.cramer@usps.gov

Charleston Area Regional Transportation Authority (C.A.R.T.A.) – ryanm@bcdcoq.com

The following information is provided for assistance with procedures and requirements necessary for Site Plan Review. It does not include all regulations pertaining to every phase of development. The current Zoning and Land Development Regulations can be accessed at: <http://www.charlestoncounty.org/index2.asp?p=/Departments/Planning/ZLD-Reg-Ord.htm>

DIMENSIONAL SITE LAYOUT PLAN (Drawn to Scale)

- North arrow and scale
- Structure within setbacks/buffers
- Structure square footage with breakdown of uses within the building, i.e. office, storage, display, etc...
- Driveways/Parking/Loading areas dimensioned with paving material noted. Striping if paved, wheel stops if gravel.
- Minimum driveway width 20', Max. width 30' without lane separation median.
- Minimum number of parking spaces for use with max. 20% more than minimum impervious.
- One curb cut per 250 feet of lot frontage.
- Building height
- Dumpster location screened on four sides with 6' opaque fence or wall and construction detail.
- Access Agreement
- Parking Agreement
- Location of existing and/or proposed fire hydrants. Must be no more than 500' from further most corner of structure.
- Elevation of the finished floor for proposed structure.
- Mechanical equipment location and screened (fence, wall, landscaping).
- Variance Required
- Percentage of Building coverage must be indicated

GRADING AND DRAINAGE PLAN (Drawn to Scale)

- Plan prepared by registered engineer or landscape architect
- Existing & proposed contours
- Finish spot elevations
- Drainage calculations
- Storm water retention
- Percentage of impervious area must be indicated

**LANDSCAPE AND TREE RETENTION PLAN
(Drawn to Engineers Scale)**

- All adjacent property uses and zoning identified.
- Show any existing or proposed overhead wires.
- Tree barricade detail shown to canopy drip line or edge of construction limit with no more than 25% root system (canopy drip line area) impacted.
- Tree survey of trees 8" d.b.h. and greater (by S.C. Reg. Surveyor), entire parcel plus 10' on the adjacent parcels
- Total number of trees existing prior to development, number of trees to be removed and number of trees post development (min. 20 trees/acre or 160" d.b.h./acre retained)
- Right-of-Way Buffers indicating existing and proposed plant material - See **Section 9.5.4A**
- Land Use Buffers indicating existing and proposed plant material - See **Section 9.5.4B**
- Parking lot bays terminating with a tree island (min. 325 sq. ft.) indicating a canopy tree and a maximum of 10 parking spaces in a row between tree islands. See **Section 9.5.3B**
- 8' wide planting strip between Parking/Loading/Drive areas adjacent to commercial property indicating a continuous hedge and one canopy tree per 50 linear feet. See **Section 9.5.3A**
- Plant Schedule noting quantity, species, and size of proposed plant material. See **Section 9.5.6A**

<u>Plant Type</u>	<u>Minimum Size</u>
Canopy trees	2 ½" caliper & 12' in height
Understory trees	8' height
Evergreen/Conifer Trees	5' height
Shrubs	3 gal. & 18" to 24" in height or spread

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

- Bed lines shown indicating the areas to be mulched and grassed **see Section 9.5.6A.5**
- Variance Required

ARCHITECTURE, SIGNS, LIGHTING

- Sign location a min. of 5' off right-of-way and meeting requirements of vision triangles.
- Site lighting plan with photo-metrics (footcandles output) prepared by a qualified engineer indicating maximum .5 foot candles spilling onto adjacent residential properties and public right-of -ways.
- Light fixture detail indicating light source being concealed (indirect).
- Elevation drawings of all four sides of proposed structure(s)
- Canopies/fascias or setbacks (offsets a min. of 3'), or other multi-dimensional features for walls exceeding 1,500 square foot areas.
- Uniform architectural theme.
- No structures symbolic in design for advertising purposes.
- Building material(s) indicated on elevation drawings. (Including roof material)
- Wall sign indicated on elevation drawing
- Colors of materials indicated on elevation drawings. (Use of complimentary colors)
- No un-adorned concrete finishes or bare metal finishes

ADDITIONAL INFORMATION

- S.C.D.O.T.** - Encroachment Permit
- O.C.R.M.** - approval letter or U. S. Corps of Engineers approval letter (if applicable)
- D.H.E.C.** - Septic system and Well application (if applicable)
- Charleston County Public Works** – Storm Water Permit; Encroachment Permit
- U.S. Postal Service** – Bryan Cramer at bryan.cramer@usps.gov
- Charleston Area Regional Transportation Authority (C.A.R.T.A.)** – Ryan McClure at ryanm@bcdco.com
- Overlay District**

Charleston County Site Plan Review Process

