

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