

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.	Jennifer Stiles	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

Charleston Area Regional Transportation Authority (CARTA) – 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.
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

