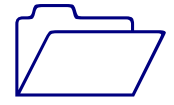




SITE PLAN REVIEW



Plan Submittal

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

Application Process

Step 1 - A pre-application meeting is held with Zoning/Planning and other pertinent agency staff

Step 2 - Submittal of the completed Site Plan Review application, including but not limited to 6 copies of the approved recorded plat, dimensional site layout plan, and any other required drawings.

Step 3 - The Site Plan Review Committee reviews the application and meets with the applicant on the specified date to present written comments.

Step 4 - When all applicable agency requirements are met, the site plan(s) are approved.

✓After Site Plan Review approval, 2 sets of building plans may be submitted to the Charleston County Building Services Department for review and approval.

✓The Building Permit is issued upon building plan approval.

✓After a pre-construction inspection has been approved by Zoning/Planning staff, a Zoning Permit may be issued for site construction.

✓The Contractor must request all applicable inspections, including the final landscape inspection from the Zoning/Planning Department.

✓The Certificate of Occupancy is issued by the

Charleston County Building Inspections Department upon approval of all required inspections.

✓All applicable utilities may be connected after the Certificate of Occupancy is obtained.

What is Required

✓All plans must be drawn to an engineer's scale

Dimensional Site Layout Plan

✓North arrow and scale noted

✓Property lines

✓Setbacks

✓Proposed structures

✓Structure square footage with breakdown of uses within the building, i.e. office, storage, display, etc...

✓Sign location (must be 5' minimum from right-of-way)

✓Driveways, parking, and loading areas dimensioned with paving material noted (wheel stops if parking area is to be gravel)

✓Minimum driveway width of 20'

✓One curb is allowed per 250' of lot frontage

✓Building Height

✓Dumpster location (must be screened on all 4 sides with a 6' opaque fence or wall)

Landscape and Tree Retention Plan

✓North arrow and scale noted

✓All adjacent property uses identified

✓Tree barricade shown around all Grand Trees

✓Tree barricade detail

✓Tree survey of all trees 8" diameter breast height (DBH) or greater on the entire parcel and 10' onto the adjacent parcels

✓Total number of trees existing prior to development

✓Total number of trees to be removed

✓Plant schedule noting quantity, species, and size of plant material

✓Parking lot bays terminated by a tree island to contain a canopy tree

✓Right-of-way buffers per Section 9.5.4A

✓Land Use Buffers per Section 9.4.5B

✓Bedlines showing the areas to be mulched and grassed

✓Location of existing overhead wires

Other Possible Requirements

Grading and Drainage Plan

✓North arrow and scale noted

✓Prepared by a Registered Engineer or Landscape Architect

✓Existing and proposed contours

✓Finish spot elevations

✓Drainage calculations

✓Stormwater retention

Architectural Elevations

✓Building materials and colors notes

✓Building height dimensioned

Lighting Plan

WHAT DOES SITE PLAN REVIEW APPLY TO?

■ Any change in use to a more intensive use, as determined by the Planning Director; or

■ Any earth disturbing activity greater than or equal to 5,000 square feet; or

■ New development, redevelopment, and any property improvements that increase by more than 25% the area devoted to vehicular use, or the gross floor area of buildings; or

■ Any occupancy of a building that has not been occupied by a business for more than 1 year as determined by County records or other reasonable investigation.

**Additional Information
That May be Required**

Coordination with the following agencies is required, as applicable:

- ✓South Carolina Department of Transportation (SCDOT) Encroachment Permit
- ✓Ocean and Coastal Resource Management (OCRM) approval letter
- ✓U.S. Army Corps of Engineers approval letter
- ✓Septic system approval from South Carolina Department of Health and Environmental Control (SCDHEC)
- ✓Water and Sewer availability letter
- ✓Traffic Impact Study

Site Plan Review Committee

- Charleston County Building Services843-202-6930
- Charleston County Public Works Stormwater Division.....843-202-7600
- Charleston County Zoning & Planning Department.....843-202-7200
- OCRM.....843-953-0200
- SCDHEC.....843-202-7020
- SCDOT.....843-740-1655
- US Army Corps of Engineers843-329-8044

Charleston County Zoning and Land Development Regulations Ordinance

This 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 *Charleston County Zoning and Land Development Regulations Ordinance* (ZLDR) can be accessed online at: <http://www.charlestoncounty.org/departments/Planning/ZLD-Reg-Ord.htm>

**Charleston County
Zoning & Planning
Department**

Public Services Building
4045 Bridge View Drive
North Charleston, SC 29405



Phone: 843-202-7200
Fax: 843-202-7222

www.charlestoncounty.org

**WHAT A DIFFERENCE A
SITE PLAN MAKES**



**WHAT IS THE PURPOSE OF
SITE PLAN REVIEW?**

Site Plan Review (SPR) is a process used to examine all proposed developments and re-developments, except for single family residential uses, for the purpose of ensuring compliance with County and State requirements. The SPR Committee consists of representative from various State and County agencies who will address issues pertaining to the project including, but not limited to, zoning, building codes, health standards, traffic/highway regulations, and drainage/road requirements.