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.

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.
WHAT IS THE PURPOSE OF SITE PLAN REVIEW?

Site Plan Review (SPR) is a process used to examine all proposed developments and redevelopments, except for single family residential uses, 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 issues pertaining to the project including, but not limited to, zoning, building codes, health standards, traffic/highway regulations, and drainage/road requirements.

WHAT A DIFFERENCE A SITE PLAN MAKES

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 Services .................................................. 843-202-6930
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 Engineers ............................................... 843-329-8044

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