

**SITE PLAN DEVELOPMENT GUIDE CHECKLIST**

**Commercial projects for review, must submit the following to the York County Development Coordinating Center for distribution at 1070 Heckle Blvd, Suite 105, Rock Hill, SC 29732.**

(1) \$500.00 Site Plan Review Fee and the Applicable Environmental Compliance fee [Site Plan will not be accepted without any and all fees attached]

(2) Completed Site Plan Development Guide Checklist; [Site Plan will not be accepted without a completed Site plan development guide attached]

Project Name or Development Name: \_\_\_\_\_

Name and Address that comments should be sent to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ EXT. \_\_\_\_\_

Fax Number: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Description of Proposed Land Use: \_\_\_\_\_

**Water & Sewer Service Provider for this project (must be filled-in):** \_\_\_\_\_

(3) Eight (8) Copies of the Site Plan [Drawn to Scale]

(4) One (1) 11x17 of the Site Plan

(5) Performance Standards Agreement

(6) All Environmental Compliance Control Forms

Indicate the page number where each department(s) requirements can be found in your Commercial Guide Checklist Review and or support documents. If an item is not applicable, put N/A. The department reserves the right to modify this checklist at anytime. This form is to be used as a checklist in helping to obtain an approved site plan from York County Planning & Development Services.

**This is not to be construed as containing all items, documents, or written information to be addressed or required by York County Zoning and Development Standards Ordinance.**

The following minimum requirements for Zoning must be demonstrated on (1) one page indicated as the proposed site plan.

**GENERAL ZONING INFORMATION TO BE INCLUDED ON SITE PLAN**

(1) \_\_\_\_\_ Name of development, developer's name, addresses and phone number; **Section 155.594 of the York County Commercial Development Standards**

(2) \_\_\_\_\_ Tax map reference number; **Section 155.594 of the York County Commercial Development Standards**

(3) \_\_\_\_\_ Existing zoning district; **Section 155.594 of the York County Commercial Development Standards**

(4) \_\_\_\_\_ Date of plans (with dates of revisions); **Section 155.594 of the York County Commercial Development Standards**

(5) \_\_\_\_\_ Scale (must be standard engineer's scale); **Section 155.594 of the York County Commercial Development Standards**

(6) \_\_\_\_\_ North arrow (north must always be oriented toward top of page); **Section 155.594 of the York County Commercial Development Standards**

(7) \_\_\_\_\_ Name, address, phone number and seal of individual or firm preparing the site plan. (Not required if individual is developer); **Section 155.594 of the York County Commercial Development Standards**

(8) \_\_\_\_\_ Vicinity map. (Map showing general location of site); **Section 155.594 of the York County Commercial Development Standards**

(9) \_\_\_\_\_ Property boundary description and dimensions. (Property lines must match county records.) **Any discrepancies in lot lines must be approved by the subdivision department. Leased lots should be shown as dashed lines and labeled as such, and all development standards must be shown around recognized property boundaries. Benchmark and tie lines must be indicated with coordinates); Section 155.594 of the York County Commercial Development Standards**

(10) \_\_\_\_\_ Street frontage; **Section 155.594 of the York County Commercial Development Standards**

(11) \_\_\_\_\_ Size of lot. (Acreage or square footage of land); **Section 155.594 of the York County Commercial Development Standards**

(12) \_\_\_\_\_ Size of site to be developed. (Acreage or square footage of developed land); **Section 155.594 of the York County Commercial Development Standards**

(13) \_\_\_\_\_ Pre and post development topography of site (must use contour intervals of two or five feet);

**Section 155.594 of the York County Commercial Development Standards**

14) \_\_\_\_\_ Adjacent property owner's names; **Section 155.594 of the York County Commercial Development Standards**

(15) \_\_\_\_\_ Adjacent property uses (Example: vacant, residential, commercial, and the like ;) **Section 155.594 of the York County Commercial Development Standards**

(16) \_\_\_\_\_ Required setbacks to be placed around interior perimeter of property lines; (Should be indicated as a dashed line).NOTE: No structures are allowed in setbacks: **Section 155.594 and 155.428 of the York County Commercial Development Standards**

(17) \_\_\_\_\_ Required bufferyards (should be indicated as a dashed line) to be placed around perimeter property lines. (Include type, distance, plants and required structures). **NOTE: No buildings, parking spaces, driveways, drainage devices, or other structures are allowed in required bufferyards; Section 155.594, 155.412, and 155.286 of the York County Commercial Development Standards**

18) \_\_\_\_\_ Location of all existing structures; **Section 155.594 of the York County Commercial Development Standards**

- (19) \_\_\_\_\_ Use of all existing structures; **Section 155.594 of the York County Commercial Development Standards**
- (20) \_\_\_\_\_ Dimensions of all existing structures and elevations; **Section 155.594 of the York County Commercial Development Standards**
- (21) \_\_\_\_\_ Location of all proposed structures; **Section 155.594 of the York County Commercial Development Standards**
- (22) \_\_\_\_\_ Dimensions of all proposed structures; **Section 155.594 of the York County Commercial Development Standards**
- (23) \_\_\_\_\_ Use of all proposed structures; **Section 155.594 of the York County Commercial Development Standards**
- (24) \_\_\_\_\_ Heights of building (generally cannot exceed 50 feet); **Section 155.594 of the York County Commercial Development Standards**
- (25) \_\_\_\_\_ Proposed location and dimensions of existing and proposed parking spaces, aisle widths and driveway widths. (Label as proposed or existing.) NOTE: Regular spaces - 9 feet by 19 feet and handicapped spaces - (13 feet by 19 feet overall). **Section 155.594, 155.440, 155.441, and 155.445 of the York County Commercial Development Standards**
- (26) \_\_\_\_\_ Label parking spaces, ingress/egress, and driveways as gravel or paved surfaces (parking must be paved if more than ten parking spaces are required); **Section 155.594 of the York County Commercial Development Standards**
- (27) \_\_\_\_\_ Indicate how parking spaces will be separated from walkways, sidewalks, streets or alleys, and required yards (can be a wall, fence, curbing, or other pre-approved protective devices); **Section 155.594 of the York County Commercial Development Standards**
- (28) \_\_\_\_\_ Indicate barriers along driveways and parking areas to control entrance and exit of vehicles and pedestrians (can be landscaping, curbing, or other pre-approved protective devices); **Section 155.594 of the York County Commercial Development Standards**
- (29) \_\_\_\_\_ Indicate how individual parking spaces will be marked (can be indicated with painted lines, curbs, or other means. **Not applicable for areas with less than ten required spaces**); **Section 155.594 of the York County Commercial Development Standards**
- (30) \_\_\_\_\_ Indicate that 10% of the impervious surface areas (buildings, graveled, and paved areas) will be landscaped to break up the expanse of paving (not applicable if required parking is less than 20 spaces); **Section 155.594 of the York County Commercial Development Standards**
- (31) \_\_\_\_\_ Traffic circulation plan (arrows to indicate traffic flow); **Section 155.594 of the York County Commercial Development Standards**
- (32) \_\_\_\_\_ Exact ratio (percentage) of impervious surfaces (areas that do not absorb rain) to lot area. Formula = total impervious surface area ÷ total site area = %; **Section 155.594 of the York County Commercial Development Standards**
- (33) \_\_\_\_\_ Exact ratio of open space, where required by development standards, indicate the area to be dedicated as open space (with hatched symbol), the type of open space, and how dedicated area will be maintained and preserved (for example, deed restricted, maintained by homeowner's association, dedicated and accepted by a land trust with federal tax status, and the like); **Section 155.594 and 155.429 of the York County Commercial Development Standards**
- (34) \_\_\_\_\_ Indicate speed limit(s) of public road(s) adjacent to or accessed by the proposed development (number of curb cuts allowed will be determined by the speed limit); **Section 155.594, 155.425 and 155.286 of the York County Commercial Development Standards**
- (35) \_\_\_\_\_ Widths of curb cuts and driveways (20-foot minimum and 40-foot maximum); **Section 155.594, 155.425, and 155.286 of the York County Commercial Development Standards**

- (36) \_\_\_\_\_ Distance from proposed curb cuts to adjacent curb cuts and street intersections. This distance should be measured from centerline to center and from centerline to right-of-way intersecting lines. **NOTE: Exact location of adjacent curb cuts and access points must be indicated on the site plan; Section 155.594, 155.425, and 155.286 of the York County Commercial Development Standards**
- (37) \_\_\_\_\_ Distance between buildings; **Section 155.594 of the York County Commercial Development Standards**
- (38) \_\_\_\_\_ Exterior lighting plan for required parking spaces (must be adequate for night use or submit a statement indicating site not to be used at night. Also, add note that lights will not interfere with traffic or residential areas); **Section 155.594 of the York County Commercial Development Standards**
- (39) \_\_\_\_\_ Approximate location and size of existing and proposed storm sewers, sanitary sewers, water lines, culverts, septic systems, and wells; **Section 155.594 of the York County Commercial Development Standards**
- (40) \_\_\_\_\_ Location of all existing/proposed fire hydrants within 500 feet of the proposed development; **Section 155.594 of the York County Commercial Development Standards**
- (41) \_\_\_\_\_ Existing and proposed easements and existing and proposed rights-of-way (gas line, telephone line, power line, road rights-of-way, and water and sewer easements). **NOTE: If utility lines run longitudinally within a bufferyard, the width of the bufferyard must be increased by the same amount that is cleared for the placement of the utility lines; Section 155.594 of the York County Commercial Development Standards**
- (42) \_\_\_\_\_ Approximate location of telephone, gas, and power lines; **Section 155.594 of the York County Commercial Development Standards**
- (43) \_\_\_\_\_ Signage plan (must show location and size or must place a statement on site plan indicating sign to be permitted separately); **Section 155.594 of the York County Commercial Development Standards**
- (44) \_\_\_\_\_ The zoning department may establish additional requirements, including the submission of legal affidavits stating an applicant's and/or property owner's intent to comply with applicable codes, for site plan approval, and in special cases, may waive a particular requirement if, in its opinion, the inclusion of that requirement is not essential to a proper assessment of the project. **Section 155.594 of the York County Commercial Development Standards**

### **BUFFERYARD AND TREE ORDINANCES REQUIREMENTS**

- (1) Indicate if the proposed site has any grand trees with a 32 inch diameter or greater. **Section 155.533 of the York County Commercial Development Standards**
- (2) \_\_\_\_\_ Show all required landscaped islands and provides square footage of each. A landscaped area, not less than 250 square feet, with a minimum width of eight feet, is required for every 15 parking spaces, with each landscaped area having at least one large maturing tree of two inches caliper. These areas are to be spaced throughout the parking and circulation areas so that no parking space is more than 75 feet from a tree; **Section 155.534 of the York County Commercial Development Standards**
- (3) \_\_\_\_\_ Show additional landscaped areas are required, in an amount not less than 10% of impervious parking area which shall include one large maturing tree of 3 inches DBH for every 1,600 square feet of additional landscaped area required. Please refer to definition of impervious area for these calculations, which must be shown on the proposed site plan; **Section 155.534 of the York County Commercial Development Standards**
- (4) \_\_\_\_\_ Show calculation of total caliper inches required for the site; **Section 155.534 of the York County Commercial Development Standards**
- (5) \_\_\_\_\_ Provide a survey of existing trees (show size and species); **Section 155.534 of the York County Commercial Development Standards**
- (6) \_\_\_\_\_ Other existing healthy trees to be preserved for credit; **Section 155.534 of the York County Commercial Development Standards**
- (7) \_\_\_\_\_ Show the boundaries of the tree protection barricade around the tree; **Section 155.534 and 155.539 of the York County Commercial Development Standards**

**ADD THE FOLLOWING NOTES TO SITE PLAN:**

- (1) No Certificate of Occupancy will be issued until the proposed development is in compliance with the approved plan. **Section 155.536 of the York County Commercial Development Standards**
- (2) Additional Information will be required for York County Building and Codes on the Handicap Parking.
- (3) The site is subject to the York County Tree Ordinance. **Section 155.534 of the York County Commercial Development Standards**
- (4) Choose from one of the following the proposed site conditions: Wooded, Partially Wooded, Traditionally cleared, or cleared. **Section 155.534 and 155.539 of the York County Commercial Development Standards**
- (5) State in a narrative form how the Tree Ordinance requirements will be met: existing, new, or a combination. **Section 155.534 of the York County Commercial Development Standards**
- (6) All trees will be planted in accordance with the Tree Ordinance and shall meet the American Standard for Nursery Stock (ANSI, 1990, Part I). **Section 155.534 and 155.539 of the York County Commercial Development Standards**
- (7) All trees are to be nursery grown, burlap and ball (B&B) preferred. Minimum tree size is 2" caliper (measured 6" above root ball), 8' minimum height for single stem. **Section 155.534 and 155.39 of the York County Commercial Development Standards**
- (8) All trees are to be nursery grown, burlap and ball (B&B) preferred. Minimum tree size is 8 feet in height, with a maximum of three to five stems or trunks. **Section 155.534 and 155.539 of the York County Commercial Development Standards**
- (9) Planting shall meet standard planting details (tree ordinance guidelines appendix). Each tree shall be adequately watered and mulched. Staking and guying are optional; trunk wrap can be used but is not encouraged. No exposed wires shall directly touch tree trunk or branches. **Section 155.534 and 155.539 of the York County Commercial Development Standards**
- (10) State the total number of parking spaces and amount of impervious parking area. **Section 155.534 of the York County Commercial Development Standards**
- (11) The maintenance of required bufferyards will be the responsibility of the property owner. All such yards will be properly maintained so as to assure continued buffering. Dead trees will be removed; debris and litter will be cleaned; and fences will be maintained at all times. Failure to do so is a violation of this chapter and may be remedied by the zoning administrator in the manner prescribed for other violations. **Section 155.409 of the York County Commercial Development Standards**
- (12) Property owners must follow a routine schedule of watering, fertilization, pest control and pruning. Periodically after the date of original approval of the development, the site shall be re-inspected for continued compliance with the original requirements of this chapter. Trees, which are determined to be dead, diseased, damaged or malnourished according to Guideline A, shall be corrected. **Section 155.537 of the York County Commercial Development Standards**
- (13) Trees that die as a result of the contractor's negligence to these specifications shall be removed and replaced by the owner with a new tree planted per mitigation tree chart in the tree ordinance guidelines and as directed by the appropriate authority. **Section 155.539 of the York County Commercial Development Standards**

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|---|--|
| <b><u>PROPERTY OWNER:</u></b>                         |  |
| <b><u>DEVELOPER:</u></b>                              |  |
| <b><u>APPLICANT:</u></b>                              |  |
| <b><u>PROJECT NAME:</u></b>                           |  |
| <b><u>TAX MAP NUMBER:</u></b>                         |  |
| <b><u>ZONING DISTRICT:</u></b>                        |  |
| <b><u>LOCATION:</u></b>                               |  |
| <b><u>PROPOSED USE:</u></b>                           |  |
| <b><u>OVERLAY DISTRICT:</u></b>                       |  |
| <b><u>FRONT SETBACK:</u></b>                          |  |
| <b><u>REAR SETBACK:</u></b>                           |  |
| <b><u>LEFT SIDE SETBACK:</u></b>                      |  |
| <b><u>RIGHT SIDE SETBACK:</u></b>                     |  |
| <b><u>FRONT BUFFERYARD:</u></b>                       |  |
| <b><u>LEFT SIDE BUFFERYARD:</u></b>                   |  |
| <b><u>RIGHT SIDE BUFFERYARD:</u></b>                  |  |
| <b><u>REAR BUFFERYARD:</u></b>                        |  |
| <b><u>PARKING REQUIREMENTS:</u></b>                   |  |
| <b><u>PARKING SIZE:</u></b>                           |  |
| <b><u>HANDICAP PARKING BUFFERYARD:</u></b>            |  |
| <b><u>IMPERVIOUS SURFACE RATIO:</u></b>               |  |
| <b><u>OPEN SPACE RATION:</u></b>                      |  |
| <b><u>TOTAL SITE AREA:</u></b>                        |  |
| <b><u>TOTAL DEVELOPMENT AREA:</u></b>                 |  |
| <b><u>TOTAL SITE AREA/TOTAL DEVELOPMENT AREA:</u></b> |  |
| <b><u>NUMBER OF CURB CUTS:</u></b>                    |  |
| <b><u>WIDTH OF CURB CUT:</u></b>                      |  |
| <b><u>DISTANCE TO ADJACENT CURB CUTS:</u></b>         |  |
| <b><u>BUILDING HEIGHT:</u></b>                        |  |
| <b><u>TREE ORDINANCE:</u></b>                         |  |