

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**

ENVIRONMENTAL COMPLIANCE DIVISION REQUIREMENTS

THE FOLLOWING ITEMS ARE REQUIRED ON ALL PLANS; HOWEVER, ADDITIONAL INFORMATION WILL BE REQUIRED FOR PROJECTS DISTURBING MORE THAN ONE (1) ACRE. PLEASE CHECK WITH STORMWATER/SEDIMENT CONTROL OFFICE AT (803) 684-8571 FOR ADDITIONAL INFORMATION.

- (1) _____ Location and elevation of drainage ways and flood ways
- (2) _____ Number and date of the FEMA panel where property is shown (CAN BE OBTAINED BY CONTACTING THE BUILDING AND CODES DEPARTMENT AT (803) 909-7200 OR 1-800-922-7271) OR THE STORMWATER DEPARTMENT AT (803) 684-8571.
- (3) _____ Specify if this project will be impacted by proposed road improvements
- (4) _____ Specify location and type for any on site disposal of construction debris, cellulose material, or other waste
- (5) _____ Provide the names of the soils and their general characteristics from the York Soil Survey or the Soil Conservation Service (803-684-3137) or online at the GIS link at www.yorkcountygov.com.
- (6) _____ Describe the proposed grading and earth disturbing activities including:
 - (a) Surface area to be disturbed (in square feet or acres)
 - (b) Use a thick line to indicate the grading limits on the plan (CANNOT EXTEND INTO REQUIRED BUFFERYARDS)
 - (c) Use shading to show areas where soil will be stockpiled or borrowed,
 - (d) Sketch the erosion control measures to be installed to stabilize these areas
 - (e) Describe provisions to preserve topsoil
 - (f) Provide any unusual details of site grading
 - (g) Provide design details of the structural controls (CONSTRUCTION ENTRANCE, SILT FENCE, ETC...)
- (7) _____ Provide a time schedule and sequence of operations indicating the anticipated starting and completion dates of each land disturbing activity operation as well as the date by which final stabilization will occur
- (8) _____ Provide a maintenance schedule indicating when the measures are to be checked, cleaned and removed
- (9) _____ Provide a seeding and mulching schedule that indicates the rate and amount of Seed and mulch that is to be applied

- (10) _____ The statements below must be placed on site plan and signed by the developer or the financially responsible party. (Signing on this checklist is not sufficient)

Applicant's Certification

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."

"I (We) hereby certify that to the best of my knowledge, these plans contain all information required by the Zoning Ordinance of York County SC and as referenced by this application.

"I (We) hereby certify that all land disturbing activities including clearing, grading, construction and/or development will be done pursuant to this plan and agree to indemnify any person damaged by failure to comply with the approved plan. County and state authorities will be allowed to enter upon the project site provided they present appropriate credentials."

_____ Date

_____ Permit Applicant

- (11) _____ Complete the attached appropriate STORMWATER REPORTING FORM.

- (12) _____ If site is greater than 1.0 acre of disturbance, submit a check made out to SCDHEC in the amount of \$125.00 for NPDES general permit fee.

The Stormwater Management and Sediment Control Ordinance of York County require that a Grading Permit be issued prior to any land disturbing activity regardless of area to be disturbed. The application for a Grading Permit to disturb or change land in York County shall be accompanied by a non-refundable fee according to the following schedule:

FEES: \$125 per disturbed acre (minimum of \$50)

CHECKLIST COMPLETED BY:

PRINTED NAME _____ **SIGNATURE** _____ **DATE** _____