



## PLANNING & DEVELOPMENT SERVICES

18 W. LIBERTY STREET, PO BOX 96  
YORK, SC 29745-0096  
PHONE (803) 909-7200 / FAX (803) 909-7227



## Sketch Plan Application & Checklist

This checklist is to assist with the submittal and plan review of a sketch plan, and should be used to ensure all appropriate documentation is submitted. The review of a sketch plan can take up to ten (10) business days. Plans are processed in the order in which they are received.

Any submittals that are determined to be incomplete will not be processed, and the applicant will be notified with an explanation of the submittal's deficiencies. To prevent any delays in the review process, please use this checklist as a guide.

### **Forms listed below are required for plan review:**

- Sketch Plan Review Application

### **All sketch plans should contain the following information:**

#### **General Project Information**

- Show proposed name of project.
- Include a vicinity map showing location of proposed project.
- Show local government boundary lines if adjacent to the property.
- For each lot to be developed, provide:
  - tax map number
  - zoning district classification, and if applicable, overlay zone(s)
  - proposed land use
  - the shape, dimensions, and locations of all buildings (existing and proposed)
  - Show land use of adjacent parcels

#### **Environmental/Stormwater Features**

- Show topography of the site.
- Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
- Show streams, lakes, rivers, wetlands and other environmental features.
- Show areas where trees are located on the property.
- Show proposed locations of stormwater facilities.

#### **Roadways and sidewalks**

- Show proposed access points.
- Show layout of any proposed roadways with the associated right-of-way width and identify if they are proposed to be public or private.
- Show existing driveways and streets on both sides of the road within 300 feet of project.
- Show existing sidewalks.
- Show proposed sidewalks. Note that sidewalks are required along the property's frontage on existing roads that do not have a sidewalk.

## **Parking Lots**

- Show parking spaces. Things to keep in mind:
  - Parking lots must be paved (i.e., asphalt, concrete, etc.).
  - See Part 5: Parking of Subchapter D: Development and Design Standards in the Zoning Code for the required number of parking spaces.
  - Depending on the use, stacking lanes and/or loading areas may be needed.
- Show cross-access or future stubs to connecting properties.
- Show dumpster area(s).

## **Landscaping, Open Space, and Buffers**

- Show any required streetscape landscape areas. Locate street trees and required landscaping outside of the utility easements and the public right-of-way.
- Show any required land-use buffer areas.
- Show designated open space areas
- Show any required internal property boundary landscaping areas.
- Show parking lot landscaping areas.

## **Utilities**

- Show location of nearest available water/sewer/electrical utilities.
- Show conceptual layout for sanitary sewer and water extensions, including easements of at least 30 feet for any off-site water or sewer extension not in a road right-of-way. The water line will be required to be looped. Note that a wider width may be required for sewer lines that are more than 15-feet deep, and also that if both water and sewer are combined in the same easement area, it may be 40 feet wide.
- Show the location(s) of any proposed pump station(s).
- Show the location of any existing fire hydrants within 500 feet of the proposed development
- Include the water and sewer service provider on the sketch. If the site is to be served by well and septic, this must be noted on the plans.



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## SKETCH PLAN REVIEW APPLICATION

A sketch plan review is available as a convenience for any project to provide an owner/developer preliminary guidance and information on code requirements prior to submitting detailed plans. This is a one-time (per project) service that is offered and there is no fee for a sketch plan review.

Submit the **Sketch Plan Application** (next page) and the **Sketch Plan** (in PDF format) by visiting the Online Services website at <http://www.yorkcountygov.com/permitting>. Please ensure that the sketch plan contains, at a minimum, the information listed on the **Sketch Plan Submittal Requirements**.

County staff will review your plan and comments will be sent back to the designated contact person on the application within ten **(10)** business days.

After receiving staff comments, you may **schedule a meeting** with County staff to discuss the review comments and to talk through the next steps for your project. Please contact the Development Coordinator at 803-909-7238 to schedule this meeting.

# SKETCH PLAN APPLICATION

## General Information

Project Address(es): \_\_\_\_\_

Tax Map #(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Applicant

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*\*\*\*Acknowledgement of SC 6-29-1145\*\*\** Is this parcel of land restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity that is being applied for?

- Yes
- No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owner

Property Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Other Project Contacts

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_