



PLANNING & DEVELOPMENT SERVICES

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

PRELIMINARY PLAT SUMMARY & DEVELOPMENT GUIDE

PLEASE PROVIDE THE FOLLOWING INFORMATION:

- 1) One (1) DIGITAL completed and signed copy of pages 1, 2, and 3 of this guide
- 2) Digital plan submittal – you may access the website at www.yorkcountygov.com/permitting
Log in or create an account then select “Create Project”

Upon Completed Review and Approval: Twelve (12) paper copies of the plat, one (1) 11"x17" copy

- 3) **INITIAL PRELIMINARY PLAT REVIEW FEE:** \$300.00 (Please make check payable to York County)
PRELIMINARY PLAT RE-REVIEW FEE: \$100.00 per occurrence (Please make check payable to York County)

4) **PROJECT AND/OR DEVELOPMENT NAME:** _____

- a) Applicant/Developer Information: Check to be copied on correspondence (Email address required)
- Name (Printed): _____
- Phone Number: (_____) _____ Email Address: _____
- Street Address: _____ City, State, Zip Code: _____
- Signature: _____ Date: _____

- b) Property Owner Information: Check to be copied on correspondence (Email address required)
- Name (Printed): _____
- Phone Number: (_____) _____ Email Address: _____
- Street Address: _____ City, State, Zip Code: _____
- Signature: _____ Date: _____

- c) Engineer Information: Check to be copied on correspondence (Email address required)
- Name (Printed): _____
- Phone Number: (_____) _____ Email Address: _____
- Street Address: _____ City, State, Zip Code: _____
- Signature: _____ Date: _____

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.

- d) Tax Parcel Number(s): _____
- e) Existing Zoning & Land Use: _____
- f) Description of Proposed Subdivision (acres, phases, and number of lots): _____

- g) Water Utility Service Provider (Check applicable provider):
- City of Rock Hill Town of Fort Mill City of Tega Cay
 - Town of Hickory Grove City of York Town of Sharon
 - Riverview Water District York County Private Wells
 - Community Well System (Name): _____
 - Private Utility Company (Name): _____
 - Other (Please specify): _____

- h) Sanitary Sewer Utility Service Provider (Check applicable provider):
- City of Rock Hill Town of Fort Mill City of Tega Cay
 - York County City of York Private Septic Systems
 - On-site Wastewater Treatment Facility
 - Private Utility Company (Name): _____
 - Other (Please specify): _____

5) PLEASE READ, INITIAL THE FOLLOWING ITEMS, SIGN, AND DATE BELOW:

- A. Any developer seeking approval of a preliminary plat shall submit a completed application to the Planning & Development Services Department no later than 45 days prior to the Planning Commission meeting at which it will be considered for approval. If a deadline or required date of action falls on a Saturday, Sunday, or holiday, the deadline or required date of action shall be the next business day. _____(PLEASE INITIAL)
- B. Reviewing departments shall indicate in writing to the Planning & Development Services Department any specific inadequacies, comments or conditions affecting the proposed subdivision, anticipated development and surrounding areas.
 - The comments are to be forwarded by the Planning & Development Services Department to the developer or agent within 15 calendar days following the initial submittal.
 - The developer or agent will be required to resubmit the preliminary plat *no later than 21 calendar days prior* to the Planning Commission meeting. _____(PLEASE INITIAL)
 - Any item outlined not resolved by 5:00 p.m. seven calendar days prior to the meeting will be presented to the Planning Commission as a plat deficiency unless the applicant agrees to defer to a later meeting.* _____(PLEASE INITIAL)
 - If a deficiency is a required element of the application, as outlined in applicable code sections, the application shall be considered incomplete and shall not be presented to the Planning Commission until all required elements are received. _____(PLEASE INITIAL)
- C. A preliminary site evaluation or Traffic Impact Analysis (TIA) is required to be reviewed and approved prior to preliminary plat action by the Planning Commission. _____(PLEASE INITIAL)
 - An application for preliminary plat approval is not deemed complete until the preliminary site evaluation or TIA has been reviewed and approved by the Planning & Development Services Department. _____(PLEASE INITIAL)
 - As part of the application process, the applicant shall first submit a preliminary site evaluation to determine the need of a TIA. This analysis shall include the following:

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.

1. Existing use or last known use and date of last known use for structures that have been unoccupied for longer than six months;
 2. Total acreage for the project;
 3. Proposed use; and
 4. Total square footage for buildings (existing and proposed). _____(PLEASE INITIAL)
- Staff will review the preliminary site evaluation and determine the appropriate TIA to be performed. Depending on the anticipated impact to the transportation network, the applicant will be required to either conduct a Tier One or Tier Two TIA. The Department may determine a proposed project will have no impact or minimal impact on the transportation network, and further study is not required. TIA review fees will apply (\$150 Tier One, \$300 Tier Two). _____(PLEASE INITIAL)

D. Abandoned cemeteries:

- The location of any known abandoned cemeteries and adequate public pedestrian access will need to be provided on preliminary plats. A minimum 10-foot undisturbed buffer from the perimeter of any known abandoned cemeteries is required. _____(PLEASE INITIAL)
- If any known abandoned cemeteries do not exist on property proposed to be developed, a note is required on preliminary plat. The developer or property owner must confirm this through a title search of the property and a review of the historic survey of York County maintained by the York County Culture and Heritage staff. _____(PLEASE INITIAL)

E. As applicable, any rezoning case number, approved zoning district, and conditions of rezoning, shall be noted on preliminary plats. Additionally if a variance or special exception has been granted, the preliminary plat shall include a reference noting the variance or special exception granted, including conditions, if any. _____(PLEASE INITIAL)

F. Approval of a preliminary plat shall not constitute approval of the subdivision construction plan and final plat. Application for approval of the subdivision construction plan and final (record) plat shall be considered only after the specifications and requirements are met and all other specified conditions have been met. Upon approval of the preliminary plat by staff and the Planning Commission, the developer may proceed to comply with other requirements of these regulations and the preparation of the subdivision construction plan. _____(PLEASE INITIAL)

G. If it should become necessary to revise a preliminary plat due to a dimensional or labeling error, the York County Planning and Development Services Department can administratively approve minor changes. *Any deviations from the approved plan to the roadway design, calculations, locations or additional lots shall be considered major and resubmitted to the York County Planning Commission for review. The review process, including deadline dates and filing fees, would be required.* _____(PLEASE INITIAL)

APPLICANT

SIGNATURE: _____ **DATE:** _____

Following are sections of the County Code pertaining to preliminary plats and only serves as a guide. Please note that this guide may not be all-inclusive and additional items may warrant comment from the York County Planning & Development Services Department or other reviewing departments.

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.

A. PRELIMINARY PLAT APPLICATION AND SUPPORTING DATA (REQUIREMENTS): \$154.030 OR AS STATED

1. If the proposed development is to utilize septic tanks and SCDHEC will not provide a general suitability letter, a note shall be placed on the preliminary plat stating, "The development will be served by individual septic systems. Approval of the preliminary plat does not entitle or guarantee a permit from SCDHEC and all final plats must have a SCDHEC permit for individual septic systems for each lot."
2. Letter of capability and willingness to provide sewer service to the subdivision from a licensed sewer utility. All extensions of the York County sewer system will require a written agreement between York County and the developer prior to preliminary plat approval. All extensions of York County water system will require a written agreement between York County and the developer prior to preliminary plat.
3. Letter of capability and willingness to provide water service to the subdivision from a licensed water utility. If the proposed development is to utilize wells, this requirement is not applicable. All extensions of York County water system will require a written agreement between York County and the developer prior to preliminary plat approval.
4. The preliminary plat shall be drawn at a scale of not less than 200 feet to 1 inch. This map and supporting data shall meet basic standards of design as set forth in these regulations and shall be prepared according to the rules and regulations established for engineers and surveyors by the State Board of Registration for Professional Engineers and Land Surveyors. The preliminary plat is not required to be sealed by the surveyor.

B. THE PRELIMINARY PLAT SHALL INCLUDE THE FOLLOWING INFORMATION

General:

1. The proposed name of the subdivision and owner and/or developer.
2. A graphic scale, north arrow, and date (north arrow shall be identified as magnetic, true, grid, or reference).
3. A vicinity map at a scale of not less than one inch equals one mile showing the relationship to the adjacent surrounding area.
4. The boundaries of the tract to be subdivided with all bearings and distances indicated.

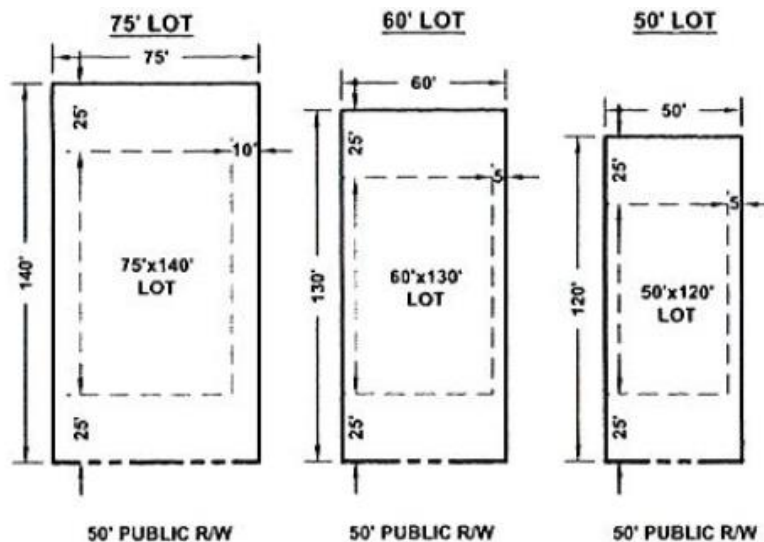
Existing conditions:

1. Zoning classification(s) of area to be subdivided as well as adjacent areas.
2. Total acreage of area to be subdivided.
3. The tax map number(s) of the property to be subdivided.
4. Property owner name(s) and adjoining property owner or subdivision name(s).
5. Submit a FEMA Map with the boundary of the proposed subdivision located on it. Indicate on the preliminary plat the location of streams, lakes, and land subject to the 100-year flood on the property to be subdivided. Base flood elevation to be shown on final plat. If a flood insurance study has not been performed, a base flood elevation can be indicated. Reference FEMA map numbers shall be supplied.
6. Location of adjoining property lines and existing buildings on the property to be subdivided.
7. Locations and rights-of-way of streets, roads, railroads, and utility lines, and any other known easements either on or adjacent to the property to be subdivided. Specifics shall be given as to whether utility lines are in easements or rights-of-way and location of poles and towers shall be shown.

8. Size and location of existing sewer infrastructure, water mains, drains, culverts, or other underground facilities within the street or within the right-of-way of streets or roads adjoining the tract.
9. Location of city and county lines, if applicable.
10. The school and fire districts the property is located within.
11. Topographic information, including contour limits, not to exceed a ten foot interval.
12. Location of any known abandoned cemeteries as defined in Section 155.256(A). Adequate and unobstructed public access (pedestrian) will be provided to these areas and access will be shown on the preliminary plat. A minimum ten (10) foot undisturbed buffer from the perimeter of any known abandoned cemeteries is required. If abandoned cemeteries do not exist on the property, provide the following statement: "The developer or property owner has confirmed through a title search and a review of the historic survey of York County maintained by the York County Cultural and Heritage Commission staff that no known abandoned cemeteries exist on the property."
13. As applicable, the rezoning case number, approved zoning district, and conditions of rezoning, shall be noted on the preliminary plat. Additionally if a variance or special exception has been granted, the preliminary plat shall include a reference noting the variance or special exception granted, including conditions, if any.

Proposed conditions:

1. Utility providers serving the proposed subdivision – water, sewer, electricity, natural gas, telephone, and/or cable TV.
2. The York County Public Safety Department shall approve subdivision and street names. For tentative approval, contact the Emergency Information Coordinator. Please note that street and subdivision names are not official until approved by the York County Planning Commission and shall not be changed during the final plat review and approval process.
3. Boundary information of existing parcel proposed for development showing bearings and distances. Indicate derivation of survey data.
4. Use of all lots.
5. Total number of lots, lot area, layout of all lots, including lot numbers (lot numbers shall not be duplicated within the same or future phases), building setback lines (provide building setbacks within a legend compared to individual lots – see below), scaled dimensions of lots, and utility easements with width and use.



6. Easements including sight, drainage, water and sewer, and recreational. Easements shall be centered on property lines or within road rights-of-way. If not, the subdivision administrator may require that the Planning Commission review (approve or deny) any such placements. In cases where allowed, easements not centered on property lines shall be surveyed at final plat. NOTE: Structures such as electrical transformers are exempt from being surveyed when located outside of road right-of-way or not located on a property line.
7. Designation of all land to be reserved or dedicated for open space. If open space is proposed or required in accordance with §155.430 of the Zoning Code, the type of open space (natural area, recreational area, greenways or landscaped areas and lawns) and who is responsible for maintaining the area shall be indicated. Covenants and restrictions shall be submitted prior to final plat approval.
8. An on-site temporary benchmark shall be established with reference to datum, preferably USGS.
9. Layout and rights-of-way of proposed streets, cul-de-sacs, and public crosswalks.
10. Streets must be designed with either curb and gutter or open ditch. The combination of the two can only be used along entrance ways. Minimum street right-of-way widths and street traveling surface widths can be found in §154.110(B).
11. The length of each new proposed street. Measurements are to be taken from the centerline of the street beginning at the intersecting street right-of-way to the end of the street pavement.
12. Horizontal curve design for local streets minimum allowable radius is 250 feet. A reduced radius of 150 feet may be proposed on a cul-de-sac street where the total length does not exceed 800 feet or when a horizontal curve is located within 200 feet of a defined intersection stop condition (design speed 25 mph).
13. Sight easement information for all roadway intersections including all existing and proposed. All pertinent information used in the calculations of the existing site distance shall be submitted for review by the Planning and Development Services Department. (Example: Stopping sight distance shall be measured from a height of the eye of three feet and six inches to an object with a height of six inches. Distances shall be measured above the centerline of the street). Road profiles are not required provided sufficient documentation (sketch) is submitted assuring compliance.
14. Minimum angle of intersection is 80 degrees. All angles of intersection must be measured at center line and must be noted on the plat.
15. A cul-de-sac is required at any road termination. It must provide an 80 foot paved roadway diameter turnaround. Temporary dead-end streets shall be provided with a temporary cul-de-sac having a paved 60 foot diameter or a T-turnaround.
16. A Traffic Impact Analysis (TIA) is necessary for the proposed development as outlined in §154.037. Please contact the Transportation Planner to verify and set up the scope for the TIA if necessary. Any improvements resulting from the TIA will need to be provided on the plat.
17. Indicate location of any curb cut within 150 feet of proposed entrance (include both sides of road).
18. All proposed curb cut locations on SCDOT roadways must meet the SCDOT standards as set forth in the most current SCDOT ARMS manual. Any proposed curb cuts on a York County maintained roadway will require an encroachment permit from the York County Public Works Department.

19. For single-family, duplex, and patio home residential developments approved by the Planning Commission, a 50-foot minimum width bufferyard shall be maintained around the perimeter of the proposed lots for any developments that have a density of more than one dwelling per acre. The bufferyard width may be reduced to 25 feet when contiguous to an existing commercial/industrial/multi-family use, an existing commercial/industrial zoning district, vacant parcels of land with the same zoning as the proposed development, or existing single-family developments with lots less than one acre in size. Townhome, multiplex, apartment, condominium, or similar developments must meet the bufferyard requirements as outlined in § 155.400 through § 155.412 of the Zoning Code. This perimeter bufferyard shall be platted separately and not included as a part of a lot. An alternative to the above is to increase the depth of the perimeter lots by 50 or 25 feet, where applicable, and each individual property deed indicates the property owner is responsible for maintaining the bufferyard and the area is not to be disturbed (grading, clearing, tree removal, etc.) unless approved by the Planning & Development Services Department. The new rear lot setbacks for residential structures and residential accessory building and uses will be a minimum of 50 or 25 feet, where applicable. This option will need to be clearly delineated with notes indicating individual responsibility and maintenance on the preliminary and final plats of subdivision and individual lot development plans. The following shall apply:
- a. The bufferyard shall be retained in its natural state and contain a minimum of 200 inches of trees per acre.
 - b. For a 50-foot minimum width bufferyard, every 870 linear feet or portion thereof, a minimum of 200 inches of trees shall be provided. Only trees measuring two-inch caliper or larger can be counted. Example: Every 870 feet shall contain 100 trees if they are all two-inch caliper or 67 trees required if three-inch caliper.
 - c. For a 25-foot minimum width bufferyard, every 1,740 linear feet or portion thereof, a minimum of 200 inches of trees shall be provided. Only trees measuring two-inch caliper or larger can be counted. Example: Every 1,740 feet shall contain 100 trees if they are all two-inch caliper or 67 trees required if all three-inch caliper.
 - d. In addition to the above, any portion of bufferyard areas that is void of existing trees shall be supplemented with one (1) large maturing tree measuring a minimum of two-inch caliper at time of planting, planted every 40 feet on center, spaced appropriately based location(s) of existing trees. The list of approved large maturing tree species is outlined in Appendix C-1 of the Zoning Code.
 - e. A bufferyard existing tree inventory must be submitted as part of any Preliminary Plat and Subdivision Construction Plan indicating the tree species and size to be retained, including supplemental tree planting with the planting size and species if applicable.
 - f. The total DBH of all existing trees to satisfy this requirement shall be provided.
 - g. The land area included within the bufferyard cannot count towards and satisfy minimum open space requirements.
20. If the developer elects to prepare a tree plan in order to receive tree reduction incentives, complete stormwater plans shall be submitted and approved by the York County Planning and Development Services Department. Preliminary plats utilizing tree reduction incentives cannot be submitted to the York County Planning Commission without approved stormwater plans.
21. Islands dividing the proposed streets including at the entrance are discouraged. If islands are proposed, curbing is required to be installed completely around the island.
22. Location of proposed stormwater and water quality facilities.
23. Locations of cluster mailboxes per USPS standards. The cluster mailboxes will need to be located outside any street right-of-way and designated drainage or utility easements.

General notes to be provided on the preliminary plat:

1. "Utilities are to be located exclusively inside road rights-of-way." (unless otherwise noted)
2. "All proposed lots on existing streets will be accessed from the new street(s)." NOTE: Lots in which a building permit has not been obtained and previously platted, by the developer, on the existing street shall be shown on the preliminary plat and are subject to this requirement and fee if applicable.

3. “Proposed cellulosic burial sites shall be located on the final plat.”
4. When applicable, “The developer is responsible for installing the driveway culvert and paved apron or file a cash bond (certified check) for ____ dollars (see Appendix, §1) per lot prior to final plat approval.”
5. Provide one of the following notes, “Roads are to be proposed for acceptance into the York County roadway system” or “Roads are to be private roads maintained by the developer or developer’s designee.”
6. “The maintenance of all temporary and permanent erosion and stormwater management controls, outside the road right-of-way, is the responsibility of the Developer, its Designee, or any Homeowner’s Association, Property Owner’s Association or other common owner entity established for the governance/administration of the subdivision or common plan of development. York County reserves the right to perform work in these areas should the developer or his or her designee not properly maintain these areas causing potential danger to the integrity of the roadway. In this event, the developer or his or her designee would be billed for any cost incurred by York County.”
7. “The developer has received, read, and understands the York County Subdivision Ordinance. Any deviation from the Subdivision Ordinance shall have prior written approval from York County. Failure to adhere to the York County Subdivision Ordinance could result in non-acceptance of roadways into the York County road maintenance system and denial of the subdivision construction plan and final plat approval.”
8. “This subdivision is subject to applicable requirements of the Residential Tree Conservation sections of the Zoning Code.”
9. “The existing condition of the entire property is classified as... (*chose one of the four below*).”
 - **CLEARED.** Land which has been cleared since the effective date (August 3, 1999) of §155.533, such that the property owner is otherwise unable to meet the requirements through the preservation of remaining, existing trees.
 - **PARTIALLY WOODED.** Land that has been traditionally wooded but where those trees provided a canopy of between 20% to 40% of the total land area for a period of time greater than or equal to five years.
 - **TRADITIONALLY CLEARED.** Land on which over 80% of the total area has been traditionally cleared of trees. Traditionally means for a period of time greater than or equal to five years.
 - **WOODED.** Land that has been traditionally wooded, where those trees provided a canopy of greater than 40% of the total land area. Traditionally means for a period of time greater than or equal to five years.

C. OPEN SPACE REQUIREMENTS: §155.430 OR AS STATED

Open space shall not be occupied by buildings or structures unless accessory to a permitted recreational use, roads, parking or road rights-of-way, utility easements, nor shall it include the yards or lots of residential dwelling units required to meet minimum lot area or parking area requirements.

Minimum open space percentages (gross acreage of development):

<i>Zoning District</i>	<i>Minimum Percentage of Open Space</i>
RC-I, RC-II, RD-I, RD-II, PD	20%
TND	25%
ID, LI	10%
Conservation Subdivisions	Determined by the sliding scale
BD-I, BD-II, BD-III	15% (Non-residential land uses)
BD-III	20% (Residential land uses)
UD	Based on the proportionate mix of uses

An open space plan must be part of the preliminary plat, with the following information:

1. Designate areas to be preserved as open space. The specific design of open space areas will be sensitive to the physical and design characteristics of the site;
2. Designate the type of open space that will be provided;
3. Specify the manner in which the open space will be perpetuated, maintained and administered.

Other open space criteria of §155.430 to be reviewed and provided on the plat are as follows:

1. Areas not permitted as open space;
2. Design criteria for open space;
3. Connectivity required;
4. Contiguity required;
5. Open space shall be reasonably accessible to all of the residents of the development;
6. Open space amenities.

D. RESIDENTIAL TREE CONSERVATION OR AS STATED

No written tree planting plans are required from developers, builders or lot owners. Instead, requirements will be considered to apply to residential lots upon submission of a preliminary subdivision application and will be evaluated upon completion of dwellings on each such lot. The developer, builder or owner will have the option of meeting the requirements through entirely new plantings, retention of existing trees, or a combination of the two.

1. The minimum tree planting/retention requirements for residential lots created in a subdivision can be found in **§155.533(B)(2), (3), and (4)**.
2. Grand tree requirements can be found in **§155.533(B)(7)**.

Tree preservation §155.533(B)(8)(a) and (b):

1. Preliminary plat submittals and multi-family developments *must retain a minimum of 20% of the existing cumulative inches of trees for the total project area, excluding the required bufferyards and recreational areas*. A tree survey must be submitted along with any preliminary plat specifying the size and location of all trees over four inches in diameter within the development while delineating the areas that will not be disturbed. The 20% must be separated into at least four areas, each comprising of a minimum cumulative size of five percent of the project area, except in cases where existing trees are concentrated in less than four areas.
2. Developments where grading or land disturbance is not proposed beyond the street right-of-way are not subject to the 20% preservation requirement or tree survey. The York County Planning & Development Services Department may approve land disturbance outside the right-of-way when topography (extreme cuts and fills) necessitates grading beyond the right-of-way limits. The approval of additional land disturbance must be the sole result of constructing the roadway network for the subdivision as shown on the proposed preliminary plat.

E. INCENTIVES FOR EXISTING TREE RETENTION: §155.535 OR AS STATED

1. Buffer provision;
2. Natural area/open space provision;
3. Combination of reduction provisions;
4. Conservation provision