



Town of Estill SC Application for Site Plan Review

Name of Applicant _____ Date: _____

Address: _____

Telephone: _____ Email: _____

Property Address: _____

Map Parcel ID# _____

Single Family _____ Multifamily small _____ Commercial Single _____ Commercial Large _____

Current Use: _____

Proposed Use: _____

Please attach proof of ownership to the Application

Please attach Check List Items on the form if applicable

Provide elevations and applicable drainage plans

Fire protection and fire exits if applicable

Plumbing and connections to water and sewer

If Conditional Use Approval is necessary, attach a Conditional Use Application

If Variances or Special Exceptions are requested please attach the applicable forms

Note: This checklist is provided for information and guidance only. Please refer to the Town's Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts, as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

I understand that the review from the Town on my proposed development is subject to Development Services charges from the Town. Building permits will be issued by the Hampton County Building Department ONLY after Town approval. I further understand that the Hampton County Building Department has separate fees and requirements in addition to the Town's Zoning related fees and services.

Signature: _____ Date: _____

For Office Use Only	
Received By: _____	Date: _____
Approved: Yes _____ No _____	
If No Why? _____	

_____	Date _____
Town Administrator	

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Site Plan Review Checklist

To ensure the Site Plan is complete please make sure the following are shown on the drawings submitted. (if applicable)

Project name _____ Date submitted _____

Site Plan # _____ /Tracking ID # _____ Date reviewed _____

Location _____

To submit plans for review and permitting: cmiller323townofestill@gmail.com

#	Requirement	Sheet	Comment
1	Parcel number(s) - Do the plans clearly identify which TMS number or numbers are involved in the project?		
2	Zoning district(s) – Is the zoning correctly stated on the plans (esp. for split-zoned parcels)? .		
3	What is the use of the proposed site? – Is the anticipated use clearly identified in the plans? Is the use allowed in the zoning district?		
4	Is this a legal nonconforming use? –		
5	Boundary survey provided?		
6	Plat showing property line abandoned submitted (if applicable)? If buildings are proposed over property lines, the recording of a combination plat is required prior to issuance of a permit.		
7	Any variances approved for proposed site/project? If so, is the variance noted on the site plan sheet (date granted and nature of variance) and any other plan sheet to which the variance is applicable?		
8	Building setbacks (front _____, side _____, rear _____) Are the setback lines shown and labelled on the site plan sheet?		
9	Dumpster – Is a dumpster shown? (In most new development, one should be.) Is it observing the required setbacks for the zoning district? Is an eight-foot opaque screen specified for all four sides? .		
10	Mechanical equipment screening – Is all mechanical (whether ground, raised, or rooftop) and electrical equipment shown on the site plan sheet? Is it screened?		
11	Minimum lot area per dwelling unit –Are the number of units and the area of the subject parcel stated on the site plan sheet? .		

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12	Maximum lot occupancy – for multi-family development – Are the building footprints labelled in SF and the area of the subject parcel stated on the site plan sheet?		
13	Common open space – Are the open space areas identified and labelled in SF on the site plan sheet or a common open space exhibit? Do those areas, when totaled, equal the minimum amount of open space required?		
14	Sign(s) – Are any proposed signs/sign structures shown on the plans? Are existing signs shown labelled “existing”?		

15	Tree survey (for hardwood trees protected and pine trees under 12”dbh) and cutting plan – Does the plan show the trees to be removed marked with an “X” overlaid by the proposed site plan? Is there a tree cutting chart ? Removal of grand trees is permitted only after a finding by the zoning administrator that an applicant has demonstrated through an examination of various site designs that there is no practical alternative location of a building, drainage pond, driveway, or other building design that would leave the grand tree in place and in good health. Have alternative site layouts been provided to demonstrate that removal of the grand trees is unavoidable? .		
16	Grand tree encroachment - No encroachment greater than 25 percent, on one side only, is allowed within the dripline of a grand tree without an approved variance – Do the plans show any proposed encroachments into the dripline of grand trees? If so, are the encroachments less than 25 percent of the dripline, and on one side only?		
17	Tree replacement plan submitted and approved		
18	Tree protection barriers installed and inspected -		

19	Are Buffer requirements met?.		
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25	Plant schedule – Does the plant schedule match the quantities shown in the landscaping plan? Are the specified trees and shrubs on the <u>Town’s</u> approved list? Are the species proposed identified with the correct height, caliper, or gallon size (from approved lists)?		
26	Landscaping maintenance – Maintenance of required landscaped areas is the responsibility of the property owner. All such areas shall be properly maintained so as to assure the survival and aesthetic value of the landscaping and shall be provided with an irrigation system or a readily-available water supply. Failure to monitor such areas is a violation of the Town’s ordinance and may be remedied in the manner prescribed for other violations. Is a statement identifying		

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	how this requirement will be satisfied included on the landscaping plan sheet?		
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27	Planting of canopy trees as required in Parking Lots		
28	Interior parking lot landscaping –Is the total area of the parking lot stated in square feet? Is the landscaped area of the parking lot stated in square feet?		
29	Jurisdictional wetland buffer – Are any wetlands on the property? Are they shown on the plans?		
30	Site lighting Is any new site lighting proposed for the project? Is the appropriate mounting or pole height specified? Are full cut-off light fixtures specified? If no lighting is proposed, is there a note stating such on the site plan sheet or utility plan sheet?		
31	Parking Standard used to determine on-site parking requirement – Is a parking calculation included in the plans? Is the minimum number of parking spaces shown on the site plan layout?		
32	Total number of parking spaces needed:		
33	Total number of parking spaces provided:		
34	Parking spaces 9’x19’ and driveway aisles 24 ft. minimum in width Compact spaces – Are the dimensions of the parking spaces noted (including on any handicapped spaces to be provided), and do they meet the requirements? Are the driveway aisles labelled at a minimum of 24 feet wide per definition of “driveway aisle”?		

35	Sidewalks – Are any existing sidewalks shown on the plans, labelled as “existing,” with width and material, if known? For any street frontages without existing sidewalk, is installation of a sidewalk shown on plans, labelled with the width and material? If the sidewalk is to be located on the subject parcel, a recorded plat showing the pedestrian access easement will be required prior to issuance of the certificate of occupancy. Is a sidewalk provided into the subject parcel from the ROW sidewalk?		
36	Traffic Impact Analysis – If the site to be developed is more than five acres (regardless of intended use), has a TIA been provided? Was the TIA prepared by a consultant independent of the site designer? Have any required improvements been provided, bonded, or shown on proposed plans.		
37	Sight visibility – Is any work proposed at an intersection?		
38	Work being performed in right-of-way – Is any work being proposed in the right-of-way? If so, has an encroachment		

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	permit been obtained from the SCDOT for state roads and a copy provided for the Town's records?		
39	Access easement – If the site is to be accessed through a private road or from another parcel, has a copy of the access easement, plat, and/or agreement been provided for the Town's records?		
40	Letter from easement holder, if applicable – If any easements are shown on the plans or property plat and any improvements (including landscaping) are proposed with the easement(s), has the easement holder provided written permission? Has a copy of the approval been provided for the Town's records?		
41	Off-site improvements – If any improvements or tree removals proposed on an adjacent parcel are shown on the plans, has a copy of the property owner's consent been provided for the Town's records?		
43	MS4 approval – Please note a permit will not be issued until the MS4 approval is granted by the Public Works Department, if applicable.		
44	Sewer/Water – Is the sewer/water provider aware of the project?		

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