

Application For Development Review (Subdivisions and Site Plan Review)



Thank you for your interest in Pickens County, South Carolina. This packet includes the necessary documents for review of subdivision plans and site development plans to be reviewed by county staff

Should you need further assistance, please feel free to contact a member of the Planning Staff between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday at (864) 898-5953

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COUNTY OF PICKENS

www.co.pickens.sc.us



Department of Community Development

Building Codes Administration • Parks and Recreation • E-911 Administration • Planning

DEVELOPMENT REVIEW APPLICATION

Note: All plats/plans must first be submitted to the Planning Department. After submittal, plats/plans will be distributed to the proper departments for review.

Date of Application _____

DPR Number _____ - _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND THE SUBMITTED PLANS WILL NOT BE REVIEWED UNTIL THE APPLICATION/SUBMITTAL IS COMPLETE

Preliminary Subdivision Plat

Subdivision Development Plans

Multi-Family/Non- Residential Development Plans

Final Plat

Name of Applicant _____

Address of Applicant _____

Telephone Number(s) _____ Email _____

Property Owner(s) _____

Owner(s) Address _____

Telephone Number(s) _____ Email _____

Name of Subdivision/Project _____

Address or Location of Property _____

TMS Parcel Number _____ Building Size _____

Number of Acres in Development _____ Number of Lots Created _____

Surveyor/Landscape Architect/Engineer _____

Contact Person _____ Address _____

Telephone Number(s) _____ Email _____

Proposed Water Source: Wells Public Water Water District: _____

Proposed Sewer: Onsite Septic Public Sewer Sewer District: _____

Power Utility: _____

SIGNATURE(S) OF APPLICANTS(S):

I (we) certify as property owners or authorized representative that the information shown on and any attachment to this application is accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for postponement of action on the request and/or invalidation of this application or any action taken on this application.

I (we) further authorize staff of Pickens County to inspect the premises of the above-described property at a time which is agreeable to the applicant/property owner.

Signature of Applicant

Date

PICKENS COUNTY STAFF USE ONLY

Background Information

Date Received _____ Received By _____ Fee Paid \$ _____
Pre-Application meeting held with _____ on _____
LAND USE APPROVAL (if applicable)
Date of Planning Commission Hearing _____ Case Number **LU** - _____ - _____
Action Taken on Request _____
Conditions? _____

Application Processing

Application Forwarded to (date):
DHEC _____ N/A
Planning _____ N/A
County Engineer _____ N/A
SCDOT _____ N/A
Stormwater _____ N/A
E911 _____ N/A
Water Provider _____ N/A
PSC(if public sewer) _____ N/A
R and B(access) _____ N/A

Agency Approvals

Agency Approval (date):
DHEC _____ N/A
Planning _____ N/A
County Engineer _____ N/A
SCDOT _____ N/A
Stormwater _____ N/A
E911 _____ N/A
Water Provider _____ N/A
PSC(if public sewer) _____ N/A
R and B(access) _____ N/A

**Plan Approvals/
Permit Issuance**

Preliminary Plat Approval _____
Development Plan Approval _____
Development Permit Issued _____
Development Permit Number _____
Final Plat Approval _____
Certificate of Site Compliance _____

PRELIMINARY PLAT OR SITE PLAN REQUIREMENTS

- ____ 1. A completed application form requesting review and approval
- ____ 2. Submittal of the appropriate review fees.
- ____ 3. Submittal of five (5) copies
- ____ 4. The preliminary plat or site plan shall be clearly and legibly drawn at a scale of not less than 1" = 100'
- ____ 5. The recommended maximum dimension of the sheet size is 36" x 42" and minimum size is 17" x 22". Digital copies of the plans are also encouraged.
- ____ 6. The preliminary plat or site plan shall be prepared on a boundary survey of the entire tract to be subdivided or developed showing the location of the boundaries and dimensions of the tract to be developed. The applicable survey standards must be met.
- ____ 7. Caption:
 - ____ a. Proposed name of the development and its acreage (or square footage if less than 1 acre)
 - ____ b. Name, address, telephone, and fax numbers of the property owner and subdivider or developer
 - ____ c. Name, address, telephone, and fax numbers of the applicant
 - ____ d. Name, address, telephone, and fax numbers of the individual or company responsible for the project design or survey. The name, registration number and seal of the registered professional under whom the plan was prepared shall be stamped on the plan and signed
 - ____ e. Date of survey, north arrow, and graphic scale, date of plan drawing, and revisions dates, as appropriate.
- ____ 8. Proposed use of property, including statistical summary of development factors such as density, nonresidential floor area, number of lots or dwelling units, and minimum unit sizes, as may be pertinent to the type of project.
- ____ 9. Current Tax Map Number(s)
- ____ 10. Location map of the property in relation to the surrounding area with regard to well known landmarks such as arterial streets, railroads or others. Sketches may be drawn in freehand and at a scale sufficient to clearly show the information required, but not less than 1" = 2,000'
- ____ 11. Land Use permit application number, date of approval, and conditions of approval, if applicable.
- ____ 12. Variances obtained on the property by application number, date of approval, and conditions of approval, if applicable.
- ____ 13. Recorded deed names of adjoining property owners or subdivisions.
- ____ 14. Natural features within the property, including:
 - ____ a. All rivers and perennial streams, lakes, ponds, and other state waters located on the property
 - ____ b. All water courses entering or leaving the property.
 - ____ c. Delineated wetlands and delineated flood hazard areas noting the base flood elevation (BFE)
- ____ 15. Man-made features within and adjacent to the property, including street right-of-way and pavement widths, names of existing streets, all easements, city and county political boundary lines, and other significant information such as location and dimensions of bridges, utility lines, existing buildings to remain, and other features.

Subdivision/Project: _____

Subdivider/Applicant: _____

- ____ 16. The proposed project layout, including:
 - ____ a. For subdivisions
 - ____ 1) Lot Lines
 - ____ 2) Street right-of-way lines
 - ____ 3) Proposed street names
 - ____ 4) Building setbacks
 - ____ 5) Land reserved for public use
 - ____ b. For multi-family and non-residential development site plans
 - ____ 1) Outline and location of all buildings
 - ____ 2) Building setbacks
 - ____ 3) Outdoor storage areas
 - ____ 4) Buffers
 - ____ 5) Parking areas
 - ____ 6) Driveways and curb cuts
 - ____ 7) Designated fire lanes
- ____ 17. Proposed phasing of the project
- ____ 18. Topographic contours with a minimum vertical interval of five feet shall be provided for both existing and proposed topography.
- ____ 19. A statement as to the source of domestic water supply
- ____ 20. A statement as to the provision for sanitary sewage disposal
- ____ 21. The approximate location of proposed stormwater detention facilities
- ____ 22. Such additional information as may be reasonably required to permit an adequate evaluation of the development activity proposed in the application.
- ____ 23. Engineer and owner certifications, signed, preferably in blue ink, or other contrasting color:

ENGINEER'S CERTIFICATION
It is hereby certified that this [preliminary plat][site plan] was prepared using a survey of the property prepared by _____, RLS, and dated _____; and further that the proposed [subdivision][development] meets all requirements of the Pickens County Unified Development Standards Ordinance, as applicable to the property.
By (name): _____
Signed: _____
Registered Professional Engineer No. _____
Address: _____
Telephone Number: _____
Date: _____

OWNER'S CERTIFICATION
As the owner of this land, as shown on this [preliminary plat][site plan], or his agent, I certify that this drawing was made from an actual survey, and accurately portrays the existing land and its features and the proposed development and improvements thereto.
Date: _____
[Owner][Agent] (name): _____
Signed: _____

____24. Certificate of Project approval; to be signed by Community Development upon plan approval.

<p style="text-align: center;">CERTIFICATE OF PROJECT APPROVAL</p> <p>All applicable requirements of the Pickens County Unified Development Standards Ordinance relative to Project Approval having been fulfilled, approval of this [preliminary plat][site plan] is hereby granted by the Pickens County Director of Community Development, subject to further compliance with all provisions of said development regulations.</p> <p>_____ Director of Community Development (or designee)</p> <p>Date _____</p> <p>This approval does not constitute approval of a development permit or of a Final Subdivision Plat.</p> <p style="text-align: center;">NOT FOR RECORDING</p>

***THIS CHECKLIST IS NOT TO BE
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OF ALL REQUIREMENTS.***

***YOU MUST REFER TO THE
UDSO FOR A LISTING OF ALL
REQUIREMENTS.***

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DEVELOPMENT PLAN REVIEW CHECKLIST

The development plans for a project shall conform in all aspects with the requirements of the UDSO, applicable Stormwater Ordinances and Manuals, and any other separate development ordinance or agency requirements.

- _____ Preliminary Plat/Site Plan;
- _____ Erosion and Sedimentation Control Plan;
- _____ Street Improvement Plan;
- _____ Buffer/Landscape Plans; and,
- _____ Public Utility Plans (copies only).
- _____ Submittal in hard copy format in the requisite number of copies and in digital form if available.

Persons seeking to undertake development or land-disturbing activity shall not commence or proceed until development plans are approved and a development permit is issued by the Community Development Department.

The submittal of development plans for review and application for a development permit may proceed simultaneously with an application for a preliminary subdivision plat or site development plan, but may not be issued prior to project approval of such plat or plan by the Community Development Department.

- _____ 1. A completed application form requesting review and approval
- _____ 2. Submittal of the appropriate review fees.
- _____ 3. The preliminary plat or site plan requesting or reflecting project approval by the Community Development Department
- _____ 4. Submittal of five (5) copies
- _____ 5. The recommended maximum dimension of the sheet size is 36" x 42" and minimum size is 17" x 22". Digital copies of the plans are also encouraged.

_____ **Preliminary Plat/Site Plan.** See applicable checklist.

_____ **Erosion and Sedimentation Control Plan.**

Erosion and sedimentation control plans must be prepared to meet the erosion and sedimentation control requirements of the Pickens County Stormwater ordinance, Ordinance 392, as amended. All plans, specifications, and calculations related to erosion and sedimentation control submitted to Pickens County shall be prepared and sealed by a registered Professional Engineer or by a Tier B Surveyor. Review and approval of all erosion and sedimentation control plans is carried out through the office of the County Stormwater Manager. All plans and associated fees required by this noted office are to be submitted to the Community Development Department for distribution.

_____ **Stormwater Management Plan.**

Stormwater management plans must be prepared to meet the storm water management requirements of the Pickens County Stormwater ordinance, Ordinance 392, as amended. All plans, specifications, and calculations related to stormwater management submitted to Pickens County shall be prepared and sealed by a registered Professional Engineer or by a Tier B Surveyor. Review and approval of all storm water plans is carried out through the office of the

county Stormwater manager. All plans and associated fees required by this noted office are to be submitted to the Community Development Department for distribution.

_____ **Street Improvement Plan.**

- _____ 1. All plans, specifications, and calculations of roadway construction submitted to Pickens County shall be prepared and sealed by a registered Professional Engineer or by a Tier B Surveyor.
- _____ 2. Center line profiles and typical street sections of all proposed streets shall be required. Profiles shall be drawn on standard plan and profile sheet with plan section showing street layout, pavement and right-of-way width, curvature, and required drainage facilities. Typical street sections shall be provided for street widening.
- _____ 3. Where sanitary sewer or storm water sewers are to be installed within a street, the grade, size, location and bedding class of pipe, and the location and invert elevation of manholes shall be indicated on the road profile.
- _____ 4. Center line profiles covering streets that are extensions of existing streets shall include elevations at 50 foot intervals for such distance as may be adequate to provide continuity consistent with the standards required by this Development Standards Ordinance for street improvements, but no less than 200 feet.
- _____ 5. All plan elevations shall be coordinated and sited into U.S. Coast and Geodetic Survey or other approved bench marks where feasible or into reference monuments established by the Department of Homeland Security.
- _____ 6. A street striping plan, showing striping in accordance with the *Manual on Uniform Traffic Control Devices*, latest edition as published by the Federal Highway Administration, shall be prepared for any street newly constructed or widened to 4 or more lanes.

_____ **Buffer Plans.**

- _____ 1. Scale at 1 inch = 20 feet to 50 feet, as needed to clearly show illustrate the proposed plantings. Multiple sheets keyed to an index sheet may be used.
- _____ 2. Caption:
- _____ a. The name of the development and its acreage (or square footage if less than an acre).
- _____ b. Name, address, telephone and fax numbers of the property owner and subdivider or developer.
- _____ c. Name, address, telephone and fax numbers of the applicant.
- _____ d. Name, address, telephone and fax numbers of the individual or company responsible for the design. The name, registration number and seal of the professional under whom the plan was prepared shall be stamped on the plan and signed.
- _____ e. Date of survey, north point and graphic scale, source of datum, date of plan drawing, and revision dates, as appropriate.
- _____ 3. The boundaries of each required buffer area.
- _____ 4. The location and size of all underground or aboveground utilities on the site, including the limits of any public or private utility easements and storm water detention areas.

- ____ 6. For each natural buffer, the plan must show:
- ____ a. Methods to be employed to protect the critical root zones of the trees in the buffer from disturbance during construction, including fencing details, erosion control, signage, etc.
 - ____ b. Proposed supplemental plantings required to maintain the opaque visual screen required.
- ____ 7. For each structural buffer, the plan must show:
- ____ a. All grading and construction details for earthen berms, walls and fences that are proposed as part of the visual screen.
 - ____ b. A planting plan showing the location, size and type of proposed plant materials.
 - ____ c. The location, size and common name of all existing plant materials to be retained that contribute to meeting the minimum requirements of this Code for buffers.
 - ____ d. Typical cross-sections of the buffer illustrating the improvements proposed and typical location of vegetation. At least one cross-section shall be provided for each buffer.

____ **Public Utility Plans.**

- ____ 1. Domestic water supply plan (copy).

If connection to a public water system is proposed or required, the domestic water supply plan shall depict all water system improvements, water mains, fire hydrants, valves and other appurtenances, and other information as may be required by the providing water jurisdiction.

Community Development Staff is not responsible for ensuring compliance with the respective water service provider requirements or specifications. The project developer and/or property owner must ensure the applicable plans have been submitted to the respective authority and have received the proper approvals.

- ____ 2. Sewage disposal plan (copy).

- ____ a. If a connection to a public system is proposed, Sewage disposal plans are to include: Sanitary sewerage plans, including profiles of all mains and outfalls, lift station and force main details, typical manhole construction details, and other information as may be required by the providing sanitary sewer jurisdiction.

Community Development Staff is not responsible for ensuring compliance with the respective sewer service provider requirements or specifications. The project developer and/or property owner must ensure the applicable plans have been submitted to the respective authority and have received the proper approvals.

- ____ b. For projects approved to be served by on-site sewage disposal systems, location of septic tank, extent of drain field and attendant structures, location and results of percolation tests, and other information shall be shown as required by the Department of Health and Environmental Control (DHEC).

- _____ **Other required items.**
- _____ 1. Before final approval of a development plan or the sale of lots, the developer must guarantee the installation and maintenance of all public infrastructure through a performance bond. This must cover the base, fine grading, storm drainage, asphalt, and curbing. For commercial or industrial development it must cover the base, asphalt, price of grading, and rip rap.
- _____ 2. Such a bond must be payable to Pickens County and must be the following:
- _____ a. Insured by a bonding company, or Insurance company; or
- _____ b. Irrevocable letter of credit from a lending institution
- _____ 3. The provisions of this section must be met before any further development or sale of lots is conducted. The developer shall submit actual cost estimates prepared by the developer's contractors or subcontractors to the Planning Department to cover the cost of all roads. All bids shall be based on current cost estimates, and a bond secured for an amount of 110%. The Planning Department will also perform a cost analysis for such roads. If such analysis generates a higher estimate than the bid submitted by the developer, the higher of the two estimates will be used to determine the bond amount.
- _____ 4. Upon final paving of the road and approval from the County Engineer, the bond will be held for one year from that date and may be required to be reissued if necessary to meet the provisions of this ordinance.

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FINAL SUBDIVISION PLAT

- ____ 1. Prior to submission of an application for final subdivision plat approval, either:
- ____ a. All public improvements shall have been properly installed and completed in accordance with all requirements and standards of the UDSO and as-built surveys of the improvements shall have been approved by the County Engineer; or,
 - ____ b. Partial improvements shall have been completed as specified in Table 12.1 of the UDSO and approved by the County Engineer.
- ____ 2. An application for a final subdivision plat approval shall be made to the Community Development Department. The application shall include:
- ____ a. The name and address of the person to whom the notice of approval shall be sent.
 - ____ b. A properly completed application form, as furnished by the Community Development Department, requesting final subdivision plat review.
 - ____ c. The final subdivision plat drawing prepared in conformance with the specifications of the UDSO, the original of which shall be drawn in permanent ink on cloth or film in a number of copies required by the Director of Community Development.
 - ____ d. The as-built surveys of the improvements as required if the surveys have not been previously received and approved.
 - ____ e. Payment of all applicable final subdivision plat filing and recording fees, as established by the County Council from time to time.
 - ____ f. Executed deeds for the dedication of all street rights-of-way, easements and other public properties.
 - ____ g. A maintenance bond.

The 110% performance bond shall guarantee normal maintenance of the installed infrastructure. This bond will cover materials, workmanship, and structural integrity until such time as Pickens County accepts and maintains the road. This bond shall run for a minimum of one year from the date of final paving and approval of the County Engineer.
 - ____ i. When the subdivision is served by public water, a "Final Approval to Place Into Operation" certification shall be provided from the Department of Health and Environmental Control certifying that the infrastructure placed with the subdivision is approved for use.
 - ____ j. When the subdivision is served by public sewerage a "Final Approval to Place Into Operation" certification shall be provided from the Department of Health and Environmental Control certifying that the infrastructure placed with the subdivision is approved for use.
 - ____ k. Where individual septic waste disposal is proposed, a letter of final subdivision approval shall be submitted from the appropriate division of the Department of Health and Environmental Control identifying each lot for which individual waste disposal is approved. Areas or lots not so approved shall not be included on the final plat unless restricted to prohibit construction of any structure thereon by such notation as "reserved exclusively for open space", etc.
- ____ 3. The final subdivision plat shall be drawn on an appropriate material and sheet size, and using minimum line weights and letter heights as required by South Carolina law for the recordation of maps and plats and as acceptable to the Register of Deeds.
- ____ 4. The final subdivision plat shall substantially conform to the preliminary subdivision plat and may constitute only that portion of the approved preliminary subdivision plat that the owner proposes

to record at any one time, provided that such portion conforms to the requirements of UDSO or the Land Use approval of the Planning Commission.

____ 5. Caption.

The maps or plats shall have a title or name, including the name of the subdivision, which shall be contained in the caption and the caption shall also provide the following information:

- ____ a. The State, county, and township, and subdivision, if the property lies within a particular subdivision;
- ____ b. Tax map number of the original parcel(s);
- ____ c. The date of plat preparation;
- ____ d. The scale, stated and shown graphically;
- ____ e. The name, address, telephone number, and registration number of the land surveyor or the statement that he is the county surveyor and is not required by law to be a registered surveyor; and
- ____ f. All reproductions of original maps or plats shall bear the original signature, in black ink, of the registrant placed across the registration seal in order to be a valid or recordable map or plat.

____ 6. Plat data.

Maps or plats shall be made in a professional manner and in accordance with the standards of good drafting procedures and shall show the following information, as specified:

- ____ a. All maps or plats shall show the direction and distance from a point of reference to a point on the boundary of the individual survey, and such additional data as may be required to relocate the boundary point from the point of reference with the same degree of accuracy required of the parcel surveyed. The point of reference shall be an established, monumented position which can be identified or relocated from maps, plats, or other documents on public record;
- ____ b. All maps or plats of boundary surveys or subdivision surveys shall show bearings of all lines of the boundary or lot lines, and distances of all boundary or lot lines, and area of the parcels expressed in acres or square feet;
- ____ c. All maps or plats shall show the width and the former widths, if pertinent, of all rights of way adjacent to or crossing the property or adjacent to any point of reference;
- ____ d. All maps or plats shall show easements and apparent encroachments, if pertinent;
- ____ e. In the case of curved lines, the curve shall be defined by curve data to include the radius, arc length, chord bearing, and distance for regular curves. Chord distances and directions shall be given for irregular curves;
- ____ f. All corner markers and markers of pertinent reference points shall be fully described and indicated as to their material or types and shall be constructed of a permanent material such as iron, steel, concrete, or stone, as required for survey monuments under the Project Design Standards Article of this Code;
- ____ g. An arrow shall be shown on the map or plat to indicate the principal meridian, and a notation shall be made as to the reference of bearings to magnetic north, astronomic north, or grid north. A grid north reference shall indicate the zone;
- ____ h. All linear distances shown on maps or plats shall be horizontal;
- ____ k. All angular directions shown on maps or plats shall be represented in degrees and minutes. Where plats state or surveys require accuracy in excess of 1 in 5,000, the angular directions shall be represented in degrees, minutes, and seconds. All angular directions shall be referenced to the principal meridian; and

____i. All maps or plats shall show the appropriate coordinates of at least two permanent monuments thereon, when a National Geodetic Survey monument is within 500 feet of any point on the property mapped or platted, or any point of reference shown thereon.

____7. Additional data.

The following is to be shown on the final plat in addition to the caption information and plat data required by South Carolina law:

- ____a. Street names including both the name and the suffix, such as "street," "avenue," etc.;
- ____b. Name of the former subdivision if any or all of the property has been previously subdivided;
- ____c. Names of owners of record of all adjoining land;
- ____d. Location sketch;
- ____e. Lot lines with dimensions to the 1/100 (0.01) foot, necessary internal angles, arcs, and chords and tangent or radii of rounded corners;
- ____f. Building front setback lines with dimensions as to length across each lot and distance from the street right-of-way;
- ____g. Lots or sites numbered in numerical order and blocks lettered alphabetically;
- ____h. Location, dimensions and purpose of all easements, including slope easements, if required, and any areas to be reserved, donated, or dedicated to public use;
- ____i. The extent of any area of special flood hazard, as defined in this Development Ordinance.

____8. Curve data shall be required for all roadway centerline curves of greater than ten degrees on new roads. Centerline data including the radius, central angle, arc length, chord bearing and distance, and tangent distance between curves must be given for regular curves. Chord distances and directions shall be given for irregular curves on preexisting roads.

____9. Surveyor and owner certificates.

Each final subdivision plat shall carry the following certificates printed or stamped on the plat to read as shown below. The original certificates on the final plat shall be signed and dated; signed, preferably in blue ink, or other contrasting color:

- ____a. Surveyor's Certificate.
- ____b. Surveyor's Seal. The final subdivision plat drawing shall bear the original signature, in black ink, of the registered land surveyor placed across the surveyor's seal in order to be valid and recordable.
- ____c. Owner's Certificate.

Surveyor's Certificate of Accuracy		
I hereby state that to the best of my knowledge, information, and belief, the survey shown herein was made in accordance with the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a class ____ Survey as specified therein.		
_____ Surveyor	_____ PLS#	_____ Date

Owner's Certificate	
State of South Carolina County of Pickens	
The undersigned certifies that he or she is the fee simple absolute owner of the land shown on this plat and the public improvements contained therein or associated therewith meet all applicable requirements of the Pickens County Unified Development Standards Ordinance.	
Owner's Name: _____	_____
_____	Date _____
Owner's Signature	

____ 10. Statement of private covenants.

A statement of the private covenants, if they are brief enough to be put directly on the plat; otherwise, a statement as follows: "This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby becomes part of this plat."

____ 11. Certificate of final subdivision plat approval.

The certificate of final plat approval shall be stamped or printed on the final subdivision plat for execution upon its approval by the Director of Community Development as shown below.

<p>Certificate of Final Plat Approval</p> <p>FOR RECORDATION</p> <p>All requirements of the Pickens County Unified Development Standards Ordinance having been represented as being fulfilled by this plat, the undersigned acting under the authority of the County Council of Pickens County, South Carolina, hereby approves this plat for recordation by the Register of Deeds, subject to maintenance and guarantee by the owner for one year from the date of this approval.</p> <p>This approval recognizes the receipt of appropriate surety by Pickens County to assure the completion and maintenance of all public infrastructure appurtenant to this subdivision.</p> <p style="text-align: right;">_____ Date _____</p> <p>Director, Community Development</p>
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____ 12. Subsequent to the recording of the final plat, one additional hard copy with all certificates endorsed thereon shall be filed with the records of the Community Development Department. The Map book, volume and page numbers where the plat is recorded shall also be indicated on the copy.

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