



SUMTER CITY-COUNTY PLANNING COMMISSION

PO Box 1449 - 12 W. Liberty Street
Sumter, SC 29151
803-774-1660

SITE PLAN APPLICATION AND SUBMISSION REQUIREMENTS

- Major Site Plan located within the City of Sumter **(\$200.00)**
- Major Site Plan located within Sumter County (outside the Sumter city limits) **(\$250.00)**
- Minor Site Plan located within the City of Sumter **(\$125.00)**
- Minor Site Plan located within Sumter County (outside the Sumter city limits) (no fee)

Project Name _____

Project Address _____

Applicant Name(s) _____

Applicant Address _____

Applicant Phone _____ **Email** _____

Property Owner Name(s) _____

Property Owner Address _____

Property Owner Phone _____ **Email** _____

Tax Map # _____ **Size of Parcel(s)** _____

Present Zoning and Use _____

Description of proposed development and type of uses. Include size of any proposed buildings.

Is the property restricted by any recorded covenant that is contrary to, conflict with, or prohibits the proposed use(s) described in this application? YES NO

Use and zoning of adjacent properties:
North _____
South _____
East _____
West _____

ITEM	✓	Check off all items prior to submitting. Incomplete applications will be returned. A pre-application meeting with planning staff is highly recommended. Please call 803-774-1660 to schedule an appointment.	OFFICE USE ONLY
GENERAL SUBMISSION REQUIREMENTS (A-K)			
A		Completed and signed <i>Site Plan Application and Submission Requirements</i> form.	
B		MINOR SITE PLANS shall have the following characteristics: legal access to an existing publically or privately maintained road or street, encompasses less than five (5) acres, is occupied by only one building containing less than twenty thousand (20,000 sq.ft.), off-street parking requirements are less than thirty-five (35) spaces, and meets all other standards for development set forth in the Ordinance. Refer to Articles 7, 8, and 9 of the Zoning and Development Standards for comprehensive regulation and submission information.	
C		MAJOR SITE PLANS exceed the threshold requirements as defined for minor site plans, encompass more than five (5) acres or is occupied by more than one building or have off-street parking requirements greater than thirty-five (35) spaces or a combination of these requirements. Refer to Articles 7, 8, and 9 of the Zoning and Development Standards for comprehensive regulation and submission information.	
D		When applicable, fee payable by cash or check made out to City of Sumter.	
E		Major Site Plan applications are due twenty-two days prior to the regularly scheduled Planning Commission meetings. However, if a Major Site Plan application is deemed incomplete, the application will be returned.	
F		Contact has been made with the appropriate officials concerning the availability of gas, electricity, water, and sewer to the project. Please circle one: YES NO Please attach a summary explanation.	
G		Contact has been made with the appropriate Stormwater Management permitting agency. Please circle one: YES NO Please attach a summary explanation along with any preliminary feedback received. If Stormwater Management Permit has been issued, please provide a copy.	
H		Contact has been made with SC Department of Transportation regarding the need for any SC DOT Encroachment Permits. Please circle one: YES NO Please attach a summary explanation. If permits have been issued, please include a copy.	
I		Please attach a written narrative justifying any items/regulations for which the applicant is requesting waivers from (for items that are not applicable to the project).	
J		Three (3) hardcopies of site plan and all accompanying plan sheets and any additional information.	
K		Please submit a PDF version of the site plan and all accompanying plan sheets.	
SITE PLAN SUBMISSIONS SHALL INCLUDE (1-11)			
1		Title/Cover Sheet	
2		Existing Conditions Survey, with certification statement	
3		Proposed Site Plan with Site Data Table	
4		Landscaping, Bufferyard, Tree Protection and Open Space Plan	
5		Building elevations and floor plan of all proposed structures	
6		Grading and Erosion Control Plan	
7		Stormwater Management Plan	
8		Utilities Plan	
9		Site Details	
10		Traffic Impact Analysis	
11		SC DOT Encroachment Plan	

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FORMAT REQUIREMENTS FOR ALL PLANS (12-20)			
12		All plans must be folded	
13		Print size shall not exceed 24" x 36"	
14		Graphic and numeric engineering scale no smaller than 1-inch : 100-feet	
15		North arrow	
16		Name, address, and signature of engineer, land surveyor, architect, planner, and landscape architect preparing plan(s) should be provided on the cover page. If the person preparing the plan is a design professional, also provide seal.	
17		Location map showing location of tract with reference to surrounding properties, streets, city, and county boundaries.	
18		Legend of any symbols or abbreviations used in the plan .	
19		Date the plan was prepared and any subsequent revisions.	
20		If the plan spans more than one sheet, match lines shall be provided.	
GENERAL INFORMATION TO BE PROVIDED WITHIN SITE DATA TABLE (21-36)			
21		Name and address of owner of record.	
22		Name, address, phone number, and email address of applicant.	
23		Primary contact(s) for project: address, email, and phone number.	
24		Project address as assigned by E-911 (Sumter County Tax Assessors Office).	
25		Tax Map Identification Number(s).	
26		Identify whether the project is in the Sumter City Limits, or Sumter County.	
27		A description of proposed use/development.	
28		Zoning District and any applicable Overlay Districts	
29		List minimum requirements for Zoning District and an applicable Overlay District (density, lot size, lot width, front, side and rear yard setbacks, building height, impervious surface, parking) and list amount provided for each requirement.	
30		FEMA Floodplain Information	
31		Size of parcel, in acres	
32		Size of site plan area if less than entire parcel, in acres	
33		Percentage of parcel undeveloped/open space	
34		Size (sq.ft.) of all existing and proposed buildings	
35		Statement acknowledging the presence of Noise Attenuation (NA) and/or Accident Potential Zones (APZ) delineated for Shaw Air Force Base, when applicable.	
36		Statement acknowledging presence within the Sumter Airport Overlay Zone, when applicable.	
REQUIRED INFORMATION TO BE INCLUDED ON PLANS (37-53)			
37		Boundaries of the property, as well as site plan area if different	
38		Meets and bounds description of a project shall meet the standards in the South Carolina Land Surveying Regulations in Chapter 49, Article 4, Section 460	
39		Plans for phased development, if applicable	
40		Minimum front, rear, and side yard building setbacks delineated.	
41		Size and location of any existing or proposed structures with all setback dimensions shown.	
42		All proposed lot lines and area of lot(s) in square feet. All lot lines with dimensions to the nearest one-hundredth (100th) foot and bearings to the minute.	
43		Location and dimensions of any existing or proposed streets and alley ways including all street right-of-ways widths, street pavement widths, and street names.	
44		All on-site easements, railroads, utility transmission lines, culverts, bridges, and storm drainage ditches.	

ITEM	<input checked="" type="checkbox"/> Check off all items prior to submitting. Incomplete applications will be returned. A pre-application meeting with planning staff is highly recommended. Please call 803-774-1660 to schedule an appointment.	OFFICE USE ONLY
REQUIRED INFORMATION TO BE INCLUDED ON PLANS (CONTINUED)		
45	All existing water courses, floodplains, wetlands, or other environmentally sensitive areas on and within two-hundred (200) feet of the site. Floodplain information must utilize National Geodetic Vertical Datum(NGVD) of 1929.	
46	Contour lines at vertical intervals of at least two (2) feet for land with an average natural slope of four (4) percent or less, and at intervals of at least five (5) feet for land with an average natural slope exceeding four (4) percent.	
47	Parking plans showing traffic flow patterns, parking spaces, size and type, loading areas, aisle widths, curb cuts, driveways, curb and gutter, and all ingress and egress areas and dimensions.	
48	Final detailed utility infrastructure plans, including existing/proposed fire hydrants, sanitary sewer, septic tanks, water, wells, Stormwater management, telephone, electric, and cable TV.	
49	Site and building identification signs, traffic control signs, and directional signs.	
50	Location and height of dumpster pad, height of dumpsters, and screening	
51	Landscape, tree preservation, and buffer plans and details with description of plantings and method of irrigation, as required. Clearly delineate areas of disturbance, and areas to remain undisturbed.	
52	Estimated average daily and peak hour vehicle trips to be generated by the site. Traffic Impact Studies are required for any development that generates 100 vehicle trips during the peak hour of the day. See Section 7.d.10 of the Zoning and Development Standards Ordinance.	
53	Survey Certification: A certification by a South Carolina Registered Land Surveyor or Civil Engineer which contains the following statement: "I hereby state to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein."	

APPLICANT & PROPERTY OWNER/AGENT CERTIFICATIONS

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable City and/or County Ordinances as well as State and Federal laws and regulations related to land development.

I am the owner of the subject property, or have received the property owner's written authorization to act as his/her agent regarding this matter.

I understand that falsifying any information herein may result in nullification of this request and/or appropriate legal remedies.

Applicant (Printed Name)

Applicant (Signature)

Date

Property Owner/Agent (Printed Name)

Property Owner/Agent (Signature)

Date

OFFICE USE ONLY

Date Fee Paid _____

Application reviewed by: _____

Amount Paid _____

Tentative Planning Commission
meeting date, if required: _____

Certified complete application by _____ Date _____

NOTES: _____

Plan review complete by _____ Date _____

Plan review comments sent to applicant (date) _____

Subsequent plan review (if applicable) completed by _____ Date _____

Subsequent plan review comments sent to applicant (date) _____