

Application # _____	Fees Paid _____
Date Received: _____	Accepted by _____
Date deemed complete _____	App Deny Conditions _____



**APPLICATION FOR SITE PLAN PERMIT  
CITY OF GREENVILLE, SOUTH CAROLINA  
APPLICANT/OWNER INFORMATION**

APPLICANT

OWNER

NAME:	_____	_____
ADDRESS:	_____	_____
	_____	_____
PHONE:	_____	_____
FAX:	_____	_____
EMAIL:	_____	_____
SIGNED:	_____	_____
DATE:	_____	_____

**PROPERTY INFORMATION**

STREET ADDRESS: \_\_\_\_\_

BUSINESS \_\_\_\_\_ TAX PARCEL #: \_\_\_\_\_

ZONING DESIGNATION: \_\_\_\_\_ ACREAGE \_\_\_\_\_

(PLANNED) DEVELOPMENT NAME \_\_\_\_\_

**INSTRUCTIONS**

- PLEASE REFER TO **SECTION 19-2.3.9, SITE PLAN PERMIT**, FOR ADDITIONAL INFORMATION.
- THE APPLICATION AND FEE, **MADE PAYABLE TO THE CITY OF GREENVILLE**, MUST BE SUBMITTED TO THE PLANNING AND DEVELOPMENT OFFICE DURING NORMAL BUSINESS HOURS:  
SINGLE-FAMILY RESIDENTIAL - \$0.00 ALL OTHER - \$200.00
- ALL DEVELOPMENT, UNLESS EXEMPTED PURSUANT TO **SECTION 19-2.3.9(C), EXEMPTIONS**, SHALL SUBMIT AN APPLICATION FOR A SITE PLAN PERMIT PRIOR TO THE ISSUANCE OF A GRADING PERMIT OR BUILDING PERMIT. EXEMPTIONS INCLUDE:
  - CONSTRUCTION WITHIN A BUILDING THAT DOES NOT INCREASE THE GROSS FLOOR AREA; AND,
  - DEVELOPMENT WHICH MAINTAINS THE CURRENT USE.
- THE STAFF WILL REVIEW THE APPLICATION FOR "SUFFICIENCY" PURSUANT TO **SECTION 19-2.2.6, DETERMINATION OF SUFFICIENCY**. THE STAFF WILL CONTACT THE APPLICANT TO CORRECT ANY DEFICIENCIES WHICH MUST BE CORRECTED PRIOR TO ROUTING THE APPLICATION FOR REVIEW. **YOU ARE ENCOURAGED TO SCHEDULE AN APPLICATION CONFERENCE WITH A PLANNER, WHO WILL REVIEW YOUR APPLICATION FOR "SUFFICIENCY" AT THE TIME IT IS SUBMITTED. CALL (864) 467-4476 TO SCHEDULE AN APPOINTMENT.**
- PLAN FORMAT AND CONTENT REQUIREMENTS ARE REFLECTED IN **APPENDIX 'H'** OF THIS MANUAL. **PLEASE VERIFY THAT ALL REQUIRED INFORMATION IS REFLECTED ON THE PLAN.**

## FORMAT AND CONTENT REQUIREMENTS SITE DEVELOPMENT PLANS

Pursuant to **Section 19-2.3.9, Site Plan Permit**, development (or redevelopment) of any structure or parcel of land requires the submission, review, and approval of a site development plan prior to the issuance of a Grading Permit or Building Permit.

**Section 19-2.2, Common Procedures**, outlines the applicable process. Pursuant to **Section 19-2.2.6, Determination of Sufficiency**, the Administrator shall determine the “completeness” of the application and its utility in enabling the Staff to determine compliance with the requirements of the Ordinance, the Design and Specifications Manual and this Administrative Manual. Upon determining Sufficiency, the Administrator will coordinate the Staff review of an application, consolidate comments, respond to the applicant with required modifications (if any), and issue the Site Plan Permit. To that end, the Administrator shall apply the following standards to the review:

1. Compatibility – The development and uses proposed in the Site Plan are allowed “By Right” in the subject zoning district or the Applicant has obtained a Special Exception or Conditional Use Permit pursuant to **Section 19-2.3.5, Special Exception Permit** or **Section 19-2.3.6, Conditional Use Permit**.
2. Zoning District Supplemental Standards – The development and uses in the Site Plan comply with **Section 19-4.3, Use-Specific Standards** or the Applicant has obtained a Variance Permit pursuant to **Section 19-2.3.7, Variance Permit**.
3. Development and Design Standards – The development in the Site Plan complies with all standards in **Section 19-6, Development and Design Standards**, and the Design and Specifications Manual (or the BZA or Planning Commission has modified an interpretation of the Administrator).

### Site Plan Requirements

1. Six (6) paper copies, not to exceed a size of 24” x 36”.
2. Name of Development.
3. Name, address, and telephone of record owner.
4. Tax map references for parcels being developed.
5. Record owner names and tax map references of all contiguous and adjacent parcels.
6. Date of survey, north arrow (and reference), graphic scale (not less than 1”=100’), data source, date of drawing.

7. Location sketch (not less than 1"=2,000'), illustrating the relationship of the property proposed for development with adjoining property and streets within 100' of the perimeter of the property.
8. Courses and distances of all exterior boundary lines of the parcel.
9. Total area of land, buildings, and uses being developed.
10. Location of all existing and proposed legal features within, and adjoining, the proposed development including:
  - a) street rights-of-way
  - b) lots
  - c) lot lines
  - d) building lines
  - e) easements
  - f) areas proposed for public use
11. Location of any proposed phase line(s).
12. Location of all existing physical features within, and adjoining, the proposed development including buildings, freestanding signs, etc.
13. Location of all existing natural features within, and adjoining, the proposed development (watercourses, marshes, floodplains, trees, etc.). Watercourses shall reflect the direction of flow and, for watercourses flowing onto the proposed parcel, the drainage area above the point of entry.
14. Location, size, and material(s) of all existing and proposed improvements within, and adjoining, the proposed development including:
  - g) Parking and circulation areas (streets and driveways)
  - h) curb and gutter
  - i) sidewalks
  - j) bridges
  - k) sanitary sewerage
  - l) water
  - m) storm drainage (with inverts)
  - n) detention/retention systems
  - o) gas lines
  - p) fire hydrants (including distance to nearest off-site hydrant)
  - q) electric, cable, and telephone lines (and poles)
  - r) streetlights/exterior lighting
  - s) recreation/open space areas
  - t) signs, freestanding and building
  - u) dumpsters
  - v) landscaping, buffering, and screening (materials, locations, and sizes)
  - w) trees meeting the thresholds for inventory
15. Contour lines and elevation data based on sea level data within, and adjoining, the proposed development at intervals not to exceed two (2) feet (source specified).
16. Results of fire flow tests, as appropriate

In addition, the Applicant shall provide the following to the Administrator as appropriate to the circumstances:

- A. Documentation confirming that the Applicant has a legally sufficient interest in the property to use it in the manner requested, or is the duly appointed agent of such person.
- B. Certifications from the appropriate agencies that proposed utility systems will be adequate to accommodate the development and that all necessary easements have been provided.
- C. Legal documentation establishing homeowners' association(s) or other legal entities responsible for control over required common areas and facilities.
- D. Bonds, letters of credit, or other surety devices.
- E. Recorded easements authorizing the use of satellite parking.
- F. Time schedules for the completion of phases in staged developments.