

CIVIL SITE CONSTRUCTION PLANS INSTRUCTIONS AND CHECKLIST

Civil construction plans are required to go through a development plan review process coordinated by the Permit Application Center (PAC). Review is required to ensure that the layout and design of the development is compatible with surrounding uses and complies with City standards and ordinances.

Major development sites require [Site Plan](#) approval from the Rock Hill Planning Commission prior to submitting detailed civil construction plans. Major sites include:

- Residential development consisting of multi-family, townhomes or single-family attached, two- to four- family, and group living uses of 25 units or more.
- Non-residential development of buildings 20,000 sq. ft. or more.

When all required forms, fees and information have been submitted, the PAC will route your plans to the appropriate City departments for plan review. Plan review typically takes 10 business days. Civil construction plans are usually submitted prior to architectural building construction plans but may be submitted simultaneously with building plans for review. **If submitted at the same time, the civil plans and building plans should be two separate packages or plan sets. Do not combine civil plans and building plans.** In addition to the civil plans, a landscape and lighting plan is required to be approved before the building permit can be issued. We recommend that the landscape and lighting plan be included in the Civil Construction Plans to ensure there is no delay in issuing the building permit. If the landscape and lighting plan is not included with the Civil Construction Plans, a separate Landscape/Lighting Plan must be submitted and approved before the building permit can be issued. See the [Landscape and Lighting Plan Checklist](#) for more information. Please note the engineer of record is required to obtain a City of Rock Hill business license.

The designated contact person will receive an email from the City when the plan review is complete. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in revising your plans. When the plan is approved, the designated contact person will be notified and The PAC will process any required permits.

If you have questions about the process or would like to meet with plan reviewers before submitting plans for review, please contact us at 803-329-5515.

PLEASE SUBMIT THE FOLLOWING FOR PLAN REVIEW:

- Civil Construction Plan:**
 - **Digital plan submittal** – Submit a PDF file with all sheets combined into one PDF in the order shown on the cover sheet. Please add bookmarks with the sheet number to each page. This will expedite the review process. Plans can be submitted by
 - CD,
 - the Online Services website at www.cityofrockhill.com/OnlineServices,
 - or with our FTP site. (contact staff for login information for the FTP site)
 - After the civil plans are approved, five (5) printed sets of the approved plans will be requested for stamping and distribution. A drawing (dwg) file of the site plan including any new roads will also be requested and is required by GIS for your site to be issued an address.
- Applicable plan review fees:**

Commercial Site Plan Review Fee.....	\$300
Residential Site Plan Review Fee	\$300
<i>(for multi-family/apartments, does not include one and two family dwellings)</i>	
Water/Sewer/Roadway/Drainage Plan Review Fee.....	\$25.00 plus \$0.01 per linear foot of water/sewer and roadway rounded up to next whole dollar
Grading/Erosion Control Review Fee	\$250 per disturbed acre or portion thereof
NOI SCDHEC fee (made payable to SCDHEC).....	\$125
- Any land disturbance equal to or greater than 0.05 ac. requires submittal of a SCDHEC N.O.I. (Notice of Intent) application for a grading permit.** See the [Stormwater Management and Erosion Control Checklist](#)

(<http://www.cityofrockhill.com/Home/ShowDocument?id=2365>) for a checklist of items to be included on your plans.

- Use the following checklists to ensure that your plans are complete and contain information required by the City. Submit any of the applications below that apply to your project.
- [Water Sewer Roadway Drainage Extensions Checklist](#)
 - [Water and Sewer Willingness and Capability to Serve Application](#)
 - [SCDHEC N.O.I. application less than 1 acre](#)
 - [SCDHEC N.O.I. application equal to or greater than 1 acre](#)
 - [Stormwater Management and Erosion Control Checklist](#)
 - [Stormwater Sediment Control Certification](#)
 - [Stormwater Permanent Maintenance Agreement](#)
 - [Landscape and Lighting Plan Checklist](#)
 - [Industrial User Wastewater Survey & Significant User Wastewater Discharge Permit Application](#)
 - [Demolition Permit Application – required if any buildings will be demolished](#)

Related Information

- Fee Schedule - <http://www.cityofrockhill.com/Home/ShowDocument?id=2237>
- Sewer Basin Fees - <http://www.cityofrockhill.com/Home/ShowDocument?id=2239>

PROJECT INFORMATION

Project Address/Location: _____

Tax Map ID/Parcel No. _____

Project Description: _____

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Other Project Contacts

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Applicant Signature

Property Owner Signature

Date

Date

CHECKLIST

Below is a list of standard information that should be shown on your plans. Attach a completed copy to your plans.

GENERAL INFORMATION:

- Proposed name of project. Name, address, phone and fax numbers of owner and/or developer and the design Professional(s).
- Map scale, north arrow, date and vicinity map.
- Total area of land and existing and proposed buildings.
- Topography by contours at vertical intervals of not more than five feet. All elevations shall refer to the Mean Sea Level Datum (if available).
- Tax map number and zoning classification.
- Land use, tax map number and zoning classification of adjacent property owners.
- Location and right-of-way of existing streets, curb cuts and driveways within 300 feet of site.
- Location of any utility or other easements or rights-of-way.
- Location of nearest hydrant. Spacing should be: a) commercial/industrial - 500', b) single-family residential - 800', and c) apartments/condos - 300' (this distance is measured in the direction of fire truck travel).
- The Fire Department will need access within 150 ft. of all points of the building.
- Location of city limit lines, if applicable.
- Location of land subject to flooding. Include FEMA Panel number of site.

BUILDINGS:

- Shape, dimensions and location of all buildings (existing and proposed).
- Setback requirements for all buildings and structures (See Zoning Code)
- Building height.
- Building construction type.
- See Section 6-800 of the Zoning Code for building design standards.
- Building orientation in relation to street - See Section 6-800 of the Zoning Code.
- Complete a [Demolition Permit Application](#) if any buildings will be demolished. An asbestos inspection report and SCDHEC demolition permit may be required. See the Demolition Permit Application for more information.

PARKING LOT:

- Number of parking spaces provided and number required by Table 6-100 (D) of the Zoning Code.
- Dimensions of parking spaces and aisles per Table 6-100(H) of the Zoning Code.
- Loading spaces, if required. See Table 6-100 (D) of the Zoning Code.
- External street connectivity (See Section 6-800 of the Zoning Code. Show ingress and egress points to streets or other property.
- Total impervious surface area (including gravel parking lots).
- Location, size and number of dumpster pads.
- Location and dimensions of fire lanes for any building that is 15,000 square feet or more.

LANDSCAPING, SCREENING, OPEN SPACE:

- See [Landscape and Lighting Plan Checklist](#).
- Tree Survey
- Landscape and/or buffer plans (perimeter and street yards). If existing trees will be used as perimeter yard, submit tree survey showing their location, size and species. Describe method of protection during construction.
- Provide Tree Retention plan with tree protection barrier detail.
- Solid screening (minimum height - 6 feet) required for commercial or industrial sites adjacent to residential zoned property.
- Location of public open space as required by Section 6-600 of the Zoning Code.
- Location and design of sidewalks or alternative non-vehicular circulation and proposed connections to existing sidewalks or trails.

LIGHTING:

- See [Landscape and Lighting Plan Checklist](#). Show exterior lighting per Section 6-700 of the Zoning Code.

UTILITIES:

- Size and location of existing sewer and water mains and size and location of proposed service lines to building.
- Show location of GREASE TRAPS (1000 gal. min.) for all commercial cooking establishments and/or location of OIL/GREASE SEPARATORS (1000 gal. min.) for all car washes, garage facilities, etc.
- Show proposed storm drainage structures, outlets and direction of flow.
- Complete Stormwater applications, checklists and other documents as required.
- Proposed transformer or meter location. Transformer must be accessible to utility vehicles and be a minimum of 10 feet from any building.
- Complete and sign [Electrical Load Data Form](#).

SITE PLAN:

- All Civil Construction Plans must include a "Site Plan". See [Site Plan](#) checklist.
- Actual field survey of all street rights-of-way with the front property corners of the lot staked. Each survey must be tied to SC geodetic control points. See [State Plane Coordinate Checklist](#).
- Drawn to scale of not less than one inch equals 100 feet (1" = 100').
- Vicinity map, map scale, north arrow and date.
- Street names – existing and proposed.
- Individual lot #'s, acreage of each lot and lot width at front setback line.
- Name and address of sub-divider and/or owner, the subdivision name and the name of the registered engineer or surveyor.
- Sufficient data to determine readily and reproduce accurately the location, bearing and distance of every road centerline, right-of-way line and subdivision boundary lines. Data shall include the radius, center angle and tangent distance for center lines of curved streets. Curved property lines shall show cord bearing distance, arc and radius.
- All dimensions shall be to the nearest one-tenth of a foot and bearings shown in degrees, minutes and seconds.
- Location and description of all property monuments. Front lot monuments (plastic or wood) to be maintained by developer throughout construction of development. Final property pins to be in place before final plat approval.
- Identify all open space areas, acreage and any amenity features (trails, etc.).
- All existing and proposed rights-of-way and/or easements, public or private, shall have the purpose stated, bearings and distances shown, and all widths identified.
- Location of City limit lines, if applicable.
- Required utility conduit crossings for the City of Rock Hill electrical utilities and Comporium communications must be shown.
- All ROW must be identified with widths and proposed cross sections and remain clear of any obstructions.
- All adjacent property owners.
- Tax map numbers must be shown for adjacent properties and all parcels included in the subject development.