

## Planning and Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

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FAX: 803-329-7228 -- website: [www.cityofrockhill.com](http://www.cityofrockhill.com)



## CIVIL SITE CONSTRUCTION PLANS INSTRUCTIONS AND CHECKLIST:

Plan review for **major development sites** requires approval by the Rock Hill Planning Commission prior to submitting detailed civil plans. Major sites include:

- **Residential Development:** Multiple family, townhouse, two-to four-family, single-family attached and group living uses of twenty-five (25) units or more.
- **Non-Residential Development:** Non-residential development of buildings twenty thousand (20,000) square feet or more.

The City of Rock Hill staff will review minor plans. They will review civil plans prior to submitting architectural building construction or they may be submitted simultaneously with the building construction plans.

### Application Process

Please submit the following:

- Five (5) sets of civil construction plans.** Please note: Plans may be submitted for review digitally online, but after approval, five (5) printed sets of approved plans will be needed for stamping and distribution.
- A PDF version of the plans.** Please add bookmarks with the sheet number to each page. This will expedite the plan review.
- Applicable plan review fees:**
  - Commercial Site Plan Review Fee ..... \$300
  - Residential Site Plan Review Fee ..... \$300
  - (for multi-family/apartments, does not include one and two family dwellings)*
  - Water/Sewer/Roadway/Drainage Plan Review Fee ..... \$25.00 plus \$0.01 per linear foot of water/sewer and roadway
  - 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](#) 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.

- [Master Land Use Application](#)
- Civil Site Construction Plans Instructions and Checklist
- [Water Sewer Roadway Drainage Extensions Checklist](#)
- [Water & Sewer Willingness and Capability to Serve Application](#) (if needed)
- [SCDHEC N.O.I. application less than 1 acre](#)
- [SCDHEC N.O.I. application equal to or greater than 1 acre](#)
- [Stormwater Applicant Instructions](#)
- [Stormwater Management and Erosion Control Checklist](#)
- [Stormwater Sediment Control Certification](#)
- [Stormwater Permanent Maintenance Agreement](#)
- [Tree and Vegetation Protection Application and Checklist](#)
- [Industrial User Wastewater Survey & Significant User Wastewater Discharge Permit Application](#) (if applicable)

### Other Information/Checklists

- [New Building Construction Instructions \(includes checklist\)](#)
- [Electrical Load Data form](#)
- [Fee Schedule](#)
- [Impact Fee Schedule](#)
- [Sewer Basin Fees](#)

After the **determination of completeness** (all the required information on the proper forms, fees paid and business license for all design professionals) the following process generally applies:

- Plan review typically takes up to ten (10) business days and may be reviewed in the following areas or departments:
  - Planning and Development Dept.: Includes Planning, Zoning, Water, Sewer, Roadway, Stormwater, Landscaping, and Building
  - Other Departments: E911, Fire, Economic Development (if property is located in business parks, downtown, textile corridor or old town districts)
- The designated contact person will receive notice from the City when the plan review is complete. If the plan must be revised, [plan resubmittal instructions](#) will be included.
- When the plan is approved, the designated contact person will be notified and The Permit Application Center will process any required permits.

**Pre-application Meeting:** Please call to schedule any pre-application conference, as needed.

### **CHECKLIST (Standard Information to be Shown on 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 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.

#### **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:**

- 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.
- Show exterior lighting per Section 6-700 of the Zoning Code. Contact the City Utility Department for additional information and requirements with exterior lighting.

**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:**

- Actual field survey of all street rights-of-way with the front property corners of the lot staked.
- 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.
- All Civil Construction Plans must include a "Site Plan".
- Tax map numbers must be shown for adjacent properties and all parcels included in the subject development.

Note: After your civil plan is approved, a .dwg file of the site plan including any new roads is required to be submitted. This is required by GIS for your site to be issued an address.

*The Permit Application Center (PAC) has additional checklists and other available information to help in plan preparation. Please call the PAC staff if you have questions or need assistance during this project.*