

## Planning & Development Department

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

Phone: 803-329-7080 or 803-329-7089

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



## PD CHECKLIST AND INSTRUCTIONS

Planned Developments are requests for a special zone district classification. They must follow the procedures outlined in Section 2-300(B) of the Rock Hill Zoning Ordinance. ***Prior to submitting an application for Planned Development (PD) district zoning, a pre-application conference must be held with appropriate City staff and a Neighborhood Meeting with the impacted community is required.***

**Application Package:** for PD district zoning, the applicant shall include the following:

- A completed application for **Zoning Map Amendment**;
- A completed **Annexation Application** if the property is to be annexed in the City;
- Proposed PD standards for the development, in the form of a written "Terms and Conditions Exhibit";
- A completed **PD Checklist** (below), including all supplementary information requested on the PD Checklist that is applicable to the proposed development.
- A completed traffic impact analysis if the proposed development will generate more than one hundred (100) peak hour directorial trips (*unless specifically exempted by the City*);
- A map depicting existing natural features of the site, including the existing tree canopy, topography (with contour intervals no greater than 5 feet), and streams, ponds, or other wetland areas, including one 11x17, and one digital copy.
- Five (5) copies of the PD Master Plan, including one 11x17, and one digital copy (.pdf), and
- A PDF version of all submitted documents.
- Planned Development Rezoning Fee \$1000

**Note:** *If your Planned Development plan qualifies to serve as your preliminary plat or site plan approval, the applicable preliminary plat review fees will be charged in addition to the rezoning fee (see fee schedule).*

**Completeness Review:** The completeness review will review the package AND include ensuring that the PD Master Plan and supporting documents:

1. Are prepared by a licensed engineer, architect, landscape architect, or land planner. Due to the complexity of Planned Development projects, it is encouraged that a land planner and/or team of design professionals be involved in the preparation of the Master Plan.
2. Include a statement of planning objectives for the site.
3. Incorporate all information requested on the PD Checklist below that is applicable to the proposed development.

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

- Plan Review and Revision (10-14 working days per plan/revision)
- Public Hearing (If required for related zoning, or historic issues), usually first Tuesday of a month – a finalized site plan due 5 weeks prior to hearing for advertising and posting)
- Final PD Master Plan and Preparation of Staff Report (due in time for staff report five business days before a required public hearing and/or Planning Commission meeting agenda notice)

**PD CHECKLIST:** In addition to the items below, PD districts are subject to the general standards of Section 3-400(F), *General Standards for All PD Districts*, and the specific standards for the individual PD options in Section 3-400(G), *Additional Standards for PD Districts*, depending on the type of district requested. (The zoning ordinance is available on our website at [www.cityofrockhill.com](http://www.cityofrockhill.com).)

1. Include an inset map at a scale of not less than one inch to one mile, showing the property in relation to surrounding roads, subdivision or major landmarks.
2. Include a north arrow.

3. Identify the general location of land uses within individual development areas or development pods and the mix of land uses.
4. Calculate the acreage, number, type, and mix of land uses, including the total number of residential units, residential densities, and non-residential intensities within each development area or development pod and the total number, type and mix of land uses for the entire PD Master Plan.
5. Identify the location of proposed open space and tree-save areas.
6. Identify the location of environmentally sensitive lands, wildlife habitat, and stream corridors.
7. Identify the on-site [and adjacent off-site] transportation circulation system including arterial and collector roads, existing or projected transit corridors and pedestrian and bicycle pathways.
8. Include statement satisfactory to the City on the guarantees and assurances to be provided for the maintenance of common open space, recreation areas, sidewalks, parking, private streets, and other privately-owned but common facilities serving the project
9. Show the PD Master Plan is consistent with the *General Plan*.
10. The PD Master Plan shall provide for transition areas at the edges of the PD district that provide for appropriate buffering and/or ensure a complimentary character of uses. Complimentary character shall be identified based on densities/intensities, lot size and dimensions, building height, building mass and scale, hours of operation, exterior lighting, and siting of service areas.
11. Identify the general sequence or phases in which the land is proposed to be developed, including how residential and non-residential development will be timed, how infrastructure (public and private) and open space will be provided and timed.
12. *On-Site Public Facilities*: Show responsibility of the landowner/developer to make any on-site or other public improvements as required by City ordinances. The PD Master Plan shall ensure that impacts from the PD Master Plan are addressed for the following:
  - a. General location of onsite potable water facilities and how they will connect to the City's potable water system. Show dedication of land, easements.
  - b. General location of onsite wastewater facilities and how they will connect to the City's or other wastewater lines and mains and sewer interceptor lines, and dedication of land, easements. List the sewer basin and receiving pump station, as applicable.
  - c. Design of public streets within the planned development in ways that comply with all applicable City standards. Right-of-way, pavement widths, and street widths may be reduced by the City Council where it is found that:
    - i. The PD Master Plan provides for separation of vehicular, pedestrian, and bicycle traffic;
    - ii. Access for emergency service vehicles is not substantially impaired;
    - iii. Adequate off-street parking is provided for the uses proposed; and
    - iv. Adequate space for public utilities is provided within the right-of-way.
  - d. General location and function of on-site stormwater management facilities in accordance with City, state, and federal regulations.
    - i. Property line points of stormwater inflow and outflow.
    - ii. Drainage flow patterns, shown with arrows.
    - iii. Area designated for stormwater mitigation facilities.
    - iv. Preliminary calcs for estimate of required stormwater mitigation volume, or establish an approximate area based on a volume of 0.25 ac-ft per acre of development.
    - v. Easements for all public and/or private drainage systems.
    - vi. Flood hazard and floodway limits, per FEMA FIRM mapping (with 100 year flood elevations).
    - vii. Add note: "Stormwater mitigation measures shall be implemented in accordance with City of Rock Hill Infrastructure requirements, for water quality and quantity, including temporary controls for the land disturbance phase and permanent measures for post-construction."
13. *Off-Site Public Facilities*: In cases where a proposed PD triggers the threshold requirements of Section 6-1000, Traffic Impact Standards, a traffic impact analysis (TIA) shall be prepared in accordance with Section 6-1000.

**The City may require additional information deemed necessary to demonstrate compliance with the requirements of the Zoning Ordinance.**