

## Planning & Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

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## SKETCH PLAN REVIEW CHECKLIST AND INSTRUCTIONS

This review is available for any project where the owner/developer wants direction and information on code requirements prior to submitting detailed plans.

You may request staff meeting prior to preparing a sketch plan to obtain basic information relative to your project. Or, if you prefer, you may submit a sketch plan for staff to review and then a meeting will be scheduled to review comments and provide additional information.

**CHECKLIST:** For sketch plan review, submit a site plan with the following information:

1. Vicinity map showing location of proposed project.
2. Tax ID number, zoning classification and overlay districts.
3. Proposed use[s] of site.
4. Identify adjacent land uses.
5. Show proposed points of Ingress and egress. Show other driveways and streets on both sides of the road within 300 feet of project.
6. Show location of nearest available water/sewer/electrical utilities.
7. Show location of nearest fire hydrant.
8. Show city limit lines.
9. Show shape, dimensions and location of all buildings [existing and proposed].
10. Show parking spaces.
11. Identify areas for required buffers, perimeter yards, open space, landscaping, etc.
12. Show streams, lakes, rivers, wetlands and other environmental features.
13. Show slopes and topography of site.
14. Description of property: i.e. tree coverage, heritage trees and other relevant existing features.
15. Show conceptual layout for sanitary sewer extension, including easements (min. 30').
16. Note the sewer basin and receiving pump station, as applicable.
17. Show the conceptual layout for water line extension, including easements (min. 20'). The water line shall be looped, where feasible.
18. Show all property line points of stormwater inflow and outflow.
19. Drainage flow patterns, shown with arrows.
20. Show area designated for stormwater mitigation facilities.
21. Preliminary calcs shall be shown on the plan 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.
22. Easements for all public and/or private drainage systems. (20' minimum for public systems).
23. Flood hazard and floodway limits, per FEMA FIRM mapping (with 100 year flood elevations).
24. 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."
25. Show 10' easement along ROW for electrical utilities, as applicable.

**Contact the Permit Application Center (PAC) to schedule meeting or for assistance.**