

**Planning and Development Dept. – Permit Application Center**

P.O. Box 11706, or 155 Johnston St.  
Rock Hill, SC 29731-1706  
Phone: 803-329-5590 Fax: 803-329-7228  
www.cityofrockhill.com



**SKETCH PLAN REVIEW APPLICATION AND CHECKLIST**

This review is available for any project where the owner/developer wants direction and information on code requirements prior to submitting detailed plans. It would be helpful for the designer to refer to the Zoning Ordinance when preparing the sketch, particularly *Article 5: Density, Intensity, and Dimensional Standards*, *Article 6: Development and Design Standards* (particularly 6-800: design standards), and *Article 7: Subdivision Standards*.

You may request a 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 schedule a meeting to review comments and provide additional information. Contact the Permit Application Center (PAC) to schedule a meeting or for assistance.

Sketch Plans may be submitted for review electronically in PDF format by:

- Email;
- Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices);
- or FTP site – contact us for login info.

**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

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

### Location and use 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 city limit lines.
6. Show shape, dimensions and location of all buildings (existing and proposed).

### Utilities information

1. Show location of nearest available water/sewer/electrical utilities.
2. Show conceptual layout for sanitary sewer extension, including easements (min. 30').
3. Note the sewer basin and receiving pump station, as applicable.
4. Show the conceptual layout for water line extension, including easements (min. 20'). The water line shall be looped, where feasible.
5. Show 10' easement along ROW for electrical utilities, as applicable.

### Storm water information

1. Show all property line points of stormwater inflow and outflow.
2. Drainage flow patterns, shown with arrows.
3. Show area designated for stormwater mitigation facilities.
4. 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.
5. Easements for all public and/or private drainage systems. (20' minimum for public systems).
6. Flood hazard and floodway limits, per FEMA FIRM mapping (with 100 year flood elevations).
7. 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."

### Fire information

1. Show 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).
2. The Fire Department will need access to within 150 ft. of all points of the building.

### Trees, landscaping, open space, and environmentally sensitive areas

1. Description of property: i.e. tree coverage, heritage trees and other relevant existing features.
2. Show the approximate location of the existing treeline.
3. Identify areas for required buffers, perimeter yards, open space, landscaping, etc.
4. Show streams, lakes, rivers, wetlands and other environmental features.
5. Show slopes and topography of site.

### Driveway access and parking areas

1. Show proposed points of Ingress and egress. Show other driveways and streets on both sides of the road within 300 feet of project.
2. Show parking spaces.
3. Show sidewalks, pedestrian pathways to adjacent roads, and trails.

### For residential projects

1. Show number of units and project density.
2. Show required amenity areas (for multi-family and single-family attached projects).