



Limited Site Plan Review
Zoning/Planning

843.795.4141
Fax: 843.795.4878
Town Hall
1238-B Camp Road
James Island, SC 29412

Town of James Island

Limited Site Plan Review

Application Package

Forms to be returned to the Planning Department:

- **Four copies of Current Approved and Record Plat** showing present boundaries of property
- **Restrictive Covenants Affidavit(s)** signed by the applicant or current property owner(s).
- A **Letter of Intent** signed by the applicant or property owner(s) stating the name of business, intended use of parcel/building, hours of operation, number of employees, etc.
- **Four copies (24" x 36")** of an accurate, legible **Site Plan drawn to Engineers Scale** must be attached. The site plan must show property dimensions, dimensions and locations of all existing and proposed structures and improvements, parking areas, Grand trees (18" DBH or greater), wetlands (properties containing DHEC-OCRM Critical Line must contain an up-to-date DHEC-OCRM signature on the site plan or plat), holding basins and buffers when applicable. Upon Site Plan approval you will submit one site plan (11" x 17") along with your two sets of construction drawings.
- **Current letter of water and sewer availability**
- **Stormwater Application**
- **Fee:** see current Fee Schedule – check made out to "Town of James Island" or cash



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Limited Site Plan Review Application

Applicant Name: _____

Mailing Address: _____

City, State Zip: _____

Phone #s: _____ Fax: _____

Email: _____ TMS #: _____

Owner's Name: _____ Phone #: _____

Project Description: _____

Subject Property Address: _____

Applicant Signature

Date

Staff Notes:

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Letter of Intent
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Letter of Intent to Establish a Business

Name: _____

Mailing Address: _____

Email: _____

Phone #: _____

Subject Property Information

Complete Address: _____

Is this your residence? Yes No Number of Employees: _____

Days of Operation: _____ Hours of Operation: _____

Proposed Name of Business: _____

Provide a detailed explanation of the proposed use:

Signature: _____ Date: _____

Staff Notes:



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PERMIT APPLICATION: RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to
(Print Name)

Parcel Identification Number(s) _____, located at
(TMS #)

_____, and the proposed permit application is not
(Address)

contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as
specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

Received by: _____

Date: _____

Application #: _____

"Section 6-29-1145. (A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."

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SERVICE TYPE		FEE	
A.	ZONING PERMITS		
	1	Temporary Zoning Permit Fee	\$50.00
	2	Protected/Grand Tree Removal Permit (Zoning Permit)	\$25.00
	3	Residential Land Disturbance	\$25.00
	4	Residential Zoning Permit	\$25.00
B.	COMMERCIAL and INDUSTRIAL		
	1	Up to 5,000 SF building size	\$50.00
	2	greater than 5,000 SF building size	\$75.00
C.	ZONING AND COMPREHENSIVE PLAN AMENDMENTS		
	1	Zoning Map Amendments [Rezoning]	\$150.00 + \$10/acre
	2	Planned Development (PD) Zoning District	
		a. Less than 10 acres	\$300.00 + \$10/acre
		b. 10-99 acres	\$1000.00 + \$15/acre
		c. 100 acres or greater	\$1500.00 + \$20/acre
	3	Amendment to existing Planned Development text	\$300.00 + \$2/acre
	4	Sketch Plan Amendment	\$300.00 + \$2/acre
	5	ZLDR Text Amendments	\$250.00
	6	Comprehensive Plan Amendments	\$250.00
D.	SITE PLAN REVIEW		
	1	Limited Site Plan Review	\$50.00
	2	up to 5,000 SF building size.	\$250.00
	3	greater than 5,000 SF building size.	\$500.00
E.	BOARD OF ZONING APPEALS		
	1	Appeals of Zoning Related Administrative Decisions	\$250.00
	2	Special Exceptions	\$250.00

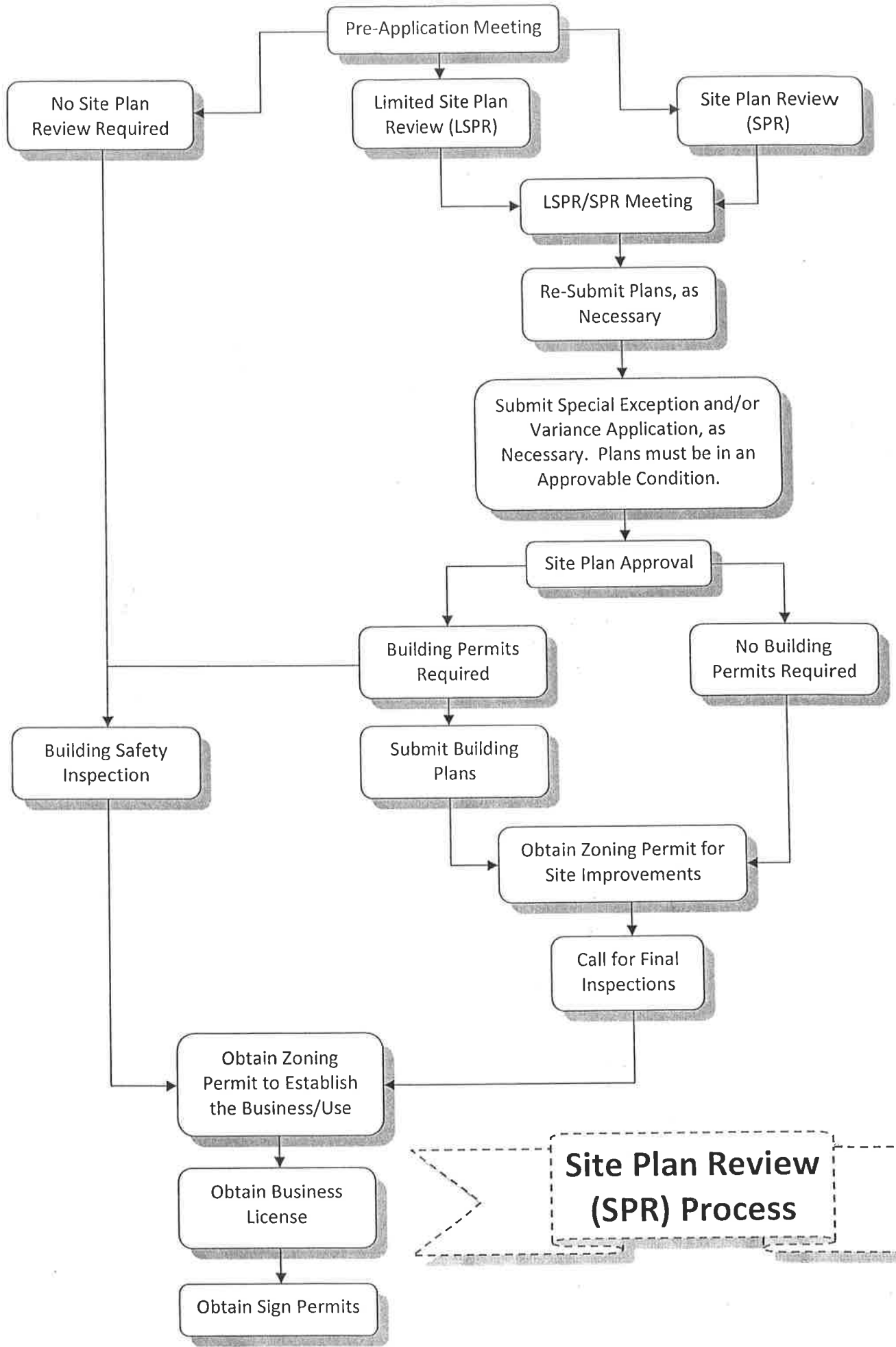
	3	Zoning Variances	\$250.00
	4	Protected/Grand Tree Removal Zoning Variances	\$250.00 + \$50.00
F.	ADDRESSING		
	1	Street Name Change	\$50.00
	2	Street Sign	\$200.00
G.	SIGNS		
	1	Billboards	Site Plan Review + \$50.00
	2	Wall Signs (per use)	\$50.00
	3	Free Standing Sign	\$50.00
	4	Agricultural Sign	\$20.00
H.	SUBDIVISION PLATS		
	1	One Lot or Exempt Plat	\$50.00
	2	2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
	3	11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
	5	Final Plat	\$100.00 + \$10/lot
	6	Public Improvement(s) Review (Engineering)	\$10/lot
	7	Appeals of Subdivision Related Administrative Decisions	\$250.00

FEE SCHEDULE NOTES

Town Council may waive all or a portion of the above fees upon submittal of a request to Council and subsequent approval at a public meeting of Town Council

If any type of zoning application/permit is required in order to bring properties that have current zoning violations into compliance with the Town of James Island Zoning and Land Development Regulations Ordinance, the zoning application/permit fees shall be doubled.

Separate applications and fees shall be filed for more than one Variance request to each requirement of this Ordinance. If an applicant requests a variance for removal of more than one Protected/Grand tree, each additional Protected/Grand tree shall require an additional fee.



Site Plan Review (SPR) Process