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
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

Additional Information:

- SCDOT Encroachment Permit
- OCRM approval letter or U.S. Corps of Engineers approval letter (if applicable)
- DHEC Septic System application (if applicable)
- Town of James Island Public Works – Stormwater Permit
- In an Overlay District?

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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
Zoning/Planning

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. (Section6-29-1145 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 [Rezonings]	$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 Zoing 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.

The following information is provided for assistance with procedures and requirements necessary for Site Plan Review. It does not include all regulations pertaining to every phase of development. The current Zoning and Land Development Regulations can be accessed at : http://www.jamesislandsc.us/department/planning_and_zoning.php

DIMENSIONAL SITE LAYOUT PLAN (Drawn to Scale)

- ☐ North arrow and scale
- ☐ Structure within setbacks/buffers
- ☐ Structure square footage with breakdown of uses within the building, i.e. office, storage, display, etc.
- ☐ Driveways/Parking/Loading areas dimensioned with paving material noted. Striping if paved, wheel stops if gravel
- ☐ Minimum driveway width 20', Maximum width 30' without lane separation median
- ☐ Minimum number of parking spaces for use with max. 20% more than minimum impervious
- ☐ One curb cut per 250 feet of lot frontage
- ☐ Building height
- ☐ Dumpster location screened on four sides with 6' opaque fence or wall and construction detail
- ☐ Access agreement
- ☐ Parking agreement
- ☐ Location of existing and/or proposed fire hydrants. Must be no more than 500' from furthermost corner of structure
- ☐ Elevation of the finished floor for proposed structure
- ☐ Mechanical equipment location and screened (fence, wall, landscaping)
- ☐ Variance required
- ☐ Percentage of building coverage must be indicated

GRADING AND DRAINAGE PLAN (Drawn to Scale)

- ☐ Plan prepared by registered engineer or landscape architect
- ☐ Existing and proposed contours
- ☐ Finish spot elevations
- ☐ Drainage calculations
- ☐ Storm Water retention
- ☐ Percentage of impervious area must be indicated

LANDSCAPE AND TREE RETENTION PLAN (Drawn to Scale)

- ☐ All adjacent property uses and zoning identified
- ☐ Show any existing or proposed overhead wires
- ☐ Tree barricade detail shown to canopy drip line or edge of construction limit with no more than 25% root system (canopy drip line area) impacted
- ☐ Tree survey of trees 8" dbh and greater (by S.C. Reg. Surveyor), entire parcel plus 10' on adjacent parcels
- ☐ Total number of trees existing prior to development, number of trees to be removed and number of trees post development (min. 20 trees/acre or 160" dbh/acre retained)
- ☐ Right-of-Way buffers indicating existing and proposed plant material – **See Section 9.5**
- ☐ Land Use buffers indicating existing and existing proposed plant material – **See Section 9.5**
- ☐ Parking lot bays terminating with a tree island (min. 325 sq. ft) indicating a canopy tree and a maximum of 10 parking spaces in a row between tree islands. **See Section 9.5**
- ☐ 8' wide planting strip between Parking/Loading/Drive areas adjacent to commercial property indicating a continuous hedge and one canopy tree per 50 linear feet. **See Section 9.5**
- ☐ Plant schedule noting quantity, species and size of proposed plant material. **See Section 9.5**

Minimum plant sizes are:

Canopy trees	-	**2 ½" caliper & 12" in height**
Understory trees	-	**8' height**
Evergreen/connivers	-	**5' height**
Shrubs	-	**3 gal. & 18" to 24" in height or spread**

At least 50% of required understory trees shall be evergreens. Any plant material that grows to an ultimate height of less than 18" shall be considered groundcover and cannot be used to fulfill any of the shrub requirements of the Town Ordinance.

- ☐ Bed lines shown indicating the areas to be mulched and grassed. See **Section 9.5**
- ☐ Variance required

ARCHITECTURE, SIGNS, LIGHTING

- ☐ Sign location a min. of 5' off right-of-way and meeting requirements of vision triangles
- ☐ Site lighting plan with photo-metrics (footcandles output) prepared by a qualified engineer indicating maximum .5 foot candles spilling onto adjacent residential properties and public right-of-ways
- ☐ Light fixture detail indicating light source being concealed (indirect)
- ☐ Elevation drawings of all four sides of proposed structure(s)
- ☐ Canopies/fascias or setbacks or other multi-dimensional features for walls exceeding 1,500 square foot areas
- ☐ Uniform architectural theme
- ☐ No structures symbolic in design for advertising purposes
- ☐ Building material(s) indicated on elevation drawing
- ☐ Colors of materials indicated on elevation drawings. (Use of complimentary colors)
- ☐ No un-adorned concrete finishes or bare metal finished