

For Office Use Only Completed Application Received _____ Date of Staff Review _____	Application Number _____
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Application for Land Development Project

Cherokee County, South Carolina

Owner Information:	Applicant Information:
Name: _____	Name: _____
Address: _____	Address: _____
City: _____	City: _____
State: _____ Zip: _____	State: _____ Zip: _____
Phone: () _____	Phone: () _____
Fax: () _____	Fax: () _____
CONTACT PERSON: _____	CONTACT PERSON: _____

Owner Authorization Statement: *I hereby authorize the person listed as applicant to represent me in any and all actions pertaining to this application.*

_____ Signature of Property Owner	_____ Date
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(The property owner (s) must either sign in the presence of the **Designated Ordinance Administrator** or have the signature notarized).

Property Tax ID Number(s): _____

Address of Subject Parcel(s): _____

Gross Acreage of Project: _____

What type of Land Development Project is proposed? (Mark all categories that apply.)

- _____ Multi-family Housing (Apartments or Condominiums)
- _____ Mobile Home Park
- _____ Commercial or Office Use
- _____ Industrial Use

I hereby certify that the information detailed in this request is correct.

Signature of Applicant	Date
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ATTACHMENTS REQUIRED FOR APPLICATION REVIEW.

- 1. One copy of a deed for the subject property or a tax receipt to show ownership of all parcels included in the proposed project.**
- 2. One copy of a land survey, bearing the seal of a registered land surveyor.**
- 3. An application fee of \$ 100.00**
- 4. A development plan, drawn to scale by a surveyor or civil engineer licensed to practice in South Carolina, to include all of the following information:**
 - a. A scale
 - b. A north arrow
 - c. A general location map
 - d. The parcel boundaries of all parcels subject to the land development project
 - e. Existing roads within or abutting the proposed land development project
 - f. Existing community driveways (if any exist)
 - g. Existing utility easement, lines, transformers, electrical sub-stations, or pump stations
 - h. Existing easements of any type
 - i. Any floodplain, as shown on the most current FEMA (Federal Emergency Management Agency) Floodplain Map for Cherokee County
 - j. Minimum front, rear, and side setback lines, as required in Sec. 4.6 of the Cherokee County Land Development Regulations Ordinance. (Primary Structures: Front: 35 ft. from collector, arterial, or primary road, 20 feet from local or subdivision road. Rear: 25 feet. Side: 10 feet. Accessory Structures: Front: Same as for primary structures. Rear and Side: 8 feet.)
 - k. Any proposed buildings or structures
 - l. Any proposed roads, with the following notations:
 - 1) right-of-way and pavement width for all road segments
 - 2) right-of-way and pavement width for all cul-de-sacs
 - m. Any proposed drives, driveways, parking areas, or sidewalks
 - n. The means of access to each lot (if not by an existing or proposed road)
 - o. Proposed easements of any type
 - p. Area of all buffer yards, with a notation to describe the composition of buffer material
 - q. For mobile home parks, the pad and driveway for each mobile home site
 - r. The name, address, and phone number of the developer
 - s. The name, address, phone number, and license or registration number of the surveyor or engineer who prepared the plan
 - t. The seal of the person who prepared the plan
- 5. Copy of the SC DHEC Stormwater Management and Sedimentation Permit issued for the project; Or, if an application for a permit is pending, a copy of the application submitted SC DHEC.**
- 6. Copy of D.O.T. Permit**
- 7. Any other information that may assist Cherokee County staff during the review process.**

Cherokee County Land Development Project Checklist

A COMPLETE APPLICATION

- All required **fees** as established by Cherokee County Council.
- All other necessary county, state or federal **permits/applications** and information (such as right-of-way, land clearing, tree removal, stormwater).
- One (1) **survey** meeting the minimum technical standards. The survey shall be prepared, signed and sealed by a registered land surveyor, architect, or engineer and meet all applicable state regulations and survey standards. Survey must show gross acreage of the site, to the nearest one-tenth of an acre, and the square footage of sites.
- A copy of the **warranty deed** for the subject property, showing every individual person or entity having legal and/or equitable ownership interest in the property upon which the application is sought.

THREE (3) PLAN SHEETS MEETING THE FOLLOWING:

- All required graphic information shall be displayed on twenty-four inch by thirty-six inch (24" x 36") plan sheets.
- SCALE OF DRAWINGS** shall be prepared using an engineering scale of between 1": 10' and 1": 50'. A smaller scale may be used for all or part of the project depiction when the project cannot fit on a 24" x 36" plan sheet, upon approval by the Ordinance Administrator.
- All plans shall include a **north arrow**, a **scale**, and a **legend**.
- A **location map** showing the general location of the site depicted on a roadway map shall be provided. The location map shall be made part of the plan showing the specific location of the site using the names and location of nearby streets and prominent natural or manmade landmarks.

EXISTING CONDITIONS OF THE PROPERTY:

- Existing lot boundaries.
- Existing roads within or abutting the proposed project.
- Existing utilities lines, transformers, pump stations, or similar facilities, (if any).
- Existing easements, (if any).

PROPOSED CONDITIONS OF THE PROPERTY

- Intended use** of all principal and accessory structures.
- Parcel sizes** for each lot.
- RESIDENTIAL ONLY:** Proposed number of dwelling units and density (if applicable).
- NON-RESIDENTIAL ONLY:** Proposed area in square feet for each use proposed.
- Location, size, type, and orientation of all **signs**, including traffic and directional signs.
- Distance between structures; the distance between structures and property boundaries (*setbacks: Article 5*).
- Location of exterior mechanical equipment and/or utilities.
- Method of screening or buffering, if applicable. **SEE BUFFER REQUIREMENTS TABLE BELOW.**
- All driveways and roadways proposed for the site. **Driveways for single-family residential sites, including patio home projects, may be shown at the time of building permit.**
- Proposed buildings and structures. **SEE BUILDINGS AND STRUCTURES SECTION BELOW.**
- Proposed parking areas, driveways and sidewalks, (if any). **SEE ROADS AND DRIVEWAYS SECTION BELOW.**
- Setback lines.

- Drainage features and conceptual stormwater management systems, (as required under Chapter 14, Title 48 of the SC Code relating to erosion and sediment control and SC DHEC Regulations Sections 72-101 through 72-440, relating to the Permit Application and Approval Process). **Attachment of the DHEC permit or the Stormwater Management and Sedimentation Control Plan filed with DHEC fulfills this requirement.**
- Floodplain, as shown on the most current FEMA (Federal Emergency Management Agency) - Army Corps of Engineers maps available in Cherokee County.

WRITTEN STATEMENTS REQUIRED ON THE PLAN:

- Name** of the project.
- Name, address, and telephone number of all equitable **owners**.
- Name, address and telephone number of the **applicant**.
- Name, address, signature, and registration number of the **professional(s)** preparing the plan.
- Legal description**, including the Property Appraiser's Tax Parcel Number(s) of the subject property.
- Date** plan was drawn and date of any subsequent revision(s).
- Approximate **timetable** (month & year) for completion of the project, and any proposed phases of a phased development project. All phases of multi-phase projects must be able to meet all of the plan requirements within the subject phase.

ROADS AND DRIVEWAYS. *(Must meet all applicable requirements of Section 4.1).*

The following information is required on all plans if a road is to be developed as part of the project:

- Location and dimensions of all existing and proposed driveways and median cuts, and the distance separating them from intersections and other existing access points within three hundred (300) feet of the project site.
- Location and specifications of all existing and committed, abutting and/or transitional deceleration lanes, turning lanes, drainage facilities (underground and surface).
- Location of all existing and proposed sidewalks and/or bikeways abutting the site.
- Location of existing and proposed on-site traffic control signs and signalization devices.
- Posted speed limits of abutting roadways.
- Road design/construction of proposed roads and driveways, **(must meet criteria of Section 4.1.3, Sub-Section 1). NOTE: Industrial projects must have paved roads and driveways (see Section 5.4).**
- Proposed **road names** shall meet all requirements of Section 4.1.1, Sub-Section 6.
- Overall internal circulation plan, including **directional arrows, stop bars, and signs** to direct traffic flow. The Cherokee County Engineering Department may request additional information on site distance triangles if conditions warrant.
- Designation of all **parking spaces**, including the number and dimensions of spaces and whether or not such spaces are designated for handicapped parking.
- Number and designation of **loading spaces**.
- Drainage plans**, (must meet criteria of Section 4.1.3, Sub-Section 3 and Section 4.2).
- Utility Installation plans**, (must meet criteria of Section 4.1.4, Section 4.3, and Section 4.4).
- A handicap** access plan meeting the criteria of the Southern Standard Building Code (SBCCI).

GENERAL LANDSCAPE & BUFFER PROTECTION – APPENDIX A (a separate plan sheet may be used, if necessary):

- Location, height and type of construction material of **fences, walls or berms**.
- Delineation of areas specifically designated as common open space for residential projects.

- Total square feet and **percent of site** provided as buffer.
- Location, height and materials utilized for screening.
- Intended means of buffering or otherwise decreasing potential noise nuisances generated by the proposed use(s).
- Transition grades** to all abutting properties.