

For Office Use Only

Application Number \_\_\_\_\_

Completed Application Received \_\_\_\_\_

Date of Planning Commission Review \_\_\_\_\_

## Application for Townhome / Patio Home Conditional Use Permit 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

(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:** \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## ATTACHMENTS REQUIRED FOR APPLICATION REVIEW.

1. One copy of a deed for the subject property or a tax receipt to show ownership.
2. One copy of a land survey, bearing the seal of a registered land surveyor.
3. An application fee of \$ \_\_\_\_\_.
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 boundary of the parcel on which the townhome / patio home project is proposed
  - e. Existing roads abutting the proposed land development project
  - f. Existing utility easement, lines, transformers, electrical sub-stations, or pump stations
  - g. Existing easements of any type
  - h. Any floodplain, as shown on the most current FEMA (Federal Emergency Management Agency) Floodplain Map for Cherokee County
  - i. Minimum front, rear, and side setback lines, as required in Sec. 5.5.1 of the Cherokee County Land Development Regulations Ordinance. (Primary Structures: Front: 20 ft. Rear: 25 ft. Side: 0 or 10 ft. Accessory Structures: Front: Same as for primary structures. Rear and Side: 8 feet.)
  - j. Any proposed building or structures (Individual patio home units are not required to be shown.)
  - k. 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
  - l. Any proposed drives, driveways, parking areas, or sidewalks (Driveways for individual patio home units are not required to be shown, if a notation is made that each unit shall be equipped with a driveway having a capacity of storing at least 2 automobiles.)
  - m. Area of all buffer yards, with a notation to describe the composition of buffer material
  - n. Proposed easements of any type
  - o. The name, address, and phone number of the developer
  - p. The name, address, phone number, and license or registration number of the surveyor or engineer who prepared the plan
  - q. 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 to SC DHEC.
6. Any other information that may assist Cherokee County staff during the review process.

# Cherokee County Townhome/Patio Home Checklist

## SUBMITTAL REQUIREMENTS:

### A COMPLETE APPLICATION:

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|--|---|
|  | All required fees as established by Cherokee County Council.  |
|  | All other necessary county, state or federal permit applications and information (such as right-of -way, land clearing, tree removal, stormwater, traffic impact statement or study);   |
|  | 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 DEPICTING:

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|  | 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 lot boundaries.   |
|  | Existing roads within or abutting the proposed project.  |
|  | All driveways and roadways proposed for the site. <b><u>Driveways for single-family residential sites, including patio home projects, may be shown at the time of building permit.</u></b>   |
|  | Existing utilities lines, transformers, pump stations, or similar facilities, (if any).  |
|  | Existing easements, (if any).  |
|  | Proposed buildings and structures.   |
|  | Proposed parking areas, driveways and sidewalks, (if any).   |
|  | Setback lines.   |
|  | Buffer yard details, consistent with Appendix A.   |
|  | 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). <b><u>Attachment of the DHEC permit or the Stormwater Management and Sedimentation Control Plan filed with DHEC fulfills this requirement.</u></b> |
|  | Floodplain, as shown on the most current FEMA (Federal Emergency Management Agency) - Army Corps of Engineers maps available in Cherokee County.   |
|  | The Plan must be drawn to scale and must bear the seal of a registered land surveyor to certify compliance with all applicable state regulations and standards. The Cherokee County Council shall have the authority to approve standards for Plan requirements as recommended by the designated Ordinance Administrator.  |

## STATEMENTS REQUIRED ON THE PLAN:

|  |   |
|--|---|
|  | Name of the project.  |
|  | A statement describing the proposed means of conveying ownership in the property.   |
|  | Name, address, and telephone number of all equitable owners.  |
|  | Name, address and telephone number of the applicant and firm which he or she represents.  |
|  | 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. |

## GRAPHIC REQUIREMENTS:

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|  | All required graphic information shall be displayed on twenty-four inch by thirty-six inch (24" x 36") plan sheets.  |
|  | Plans 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.  |
|  | Match lines shown on all pages if multiple sheets are used.  |
|  | Provide a location key sketch for each plan page, showing the portion of the overall project that each plan page covers.   |
|  | All phase boundaries and phase designations shall be shown for all multi-phase projects.   |

## PROPOSED BUILDINGS AND STRUCTURES:

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|  | Intended use of all principal and accessory structures.   |
|  | Parcel size for each lot.   |
|  | Proposed number of dwelling units and density (if applicable).  |
|  | For non-residential uses, the 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, and the distance between structures and property boundaries (setbacks: see Article 5). |
|  | Location of exterior mechanical equipment and/or utilities.   |
|  | Method of screening or buffering, if applicable. <b>SEE BUFFER REQUIREMENTS TABLE BELOW.</b>                        |

## **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:

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|  | 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).   |

|  |   |
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|  | 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 and construction of proposed roads and driveways, (must meet criteria of Section 4.1.3, Sub-Section 1). <b>NOTE: Industrial projects must have paved roads and driveways (see Section 5.4).</b>                                   |
|  | 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 AND BUFFER PROTECTION (a separate plan sheet may be used, if necessary):**

|  |   |
|--|---|
|  | Location, height and type of construction material of fences.   |
|  | 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.   |