



Spartanburg County Planning & Development Department

366 N. Church St., Suite 700, Spartanburg SC 29303 Phone: (864) 596-3570 Fax: (864) 596-3018

Landscape Permit Application (with Checklist)

Project/Proposed Business Name: _____

Address of Property: _____ City _____ Zip: _____

Tax Map #: _____

Applicant: _____ Phone: _____ Mobile: _____

Applicant's Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Applicant is: ___ Owner ___ Tenant ___ Engineer ___ Surveyor ___ Agent ___ Person(s) Contracting for Sale

Owner: _____ Phone: _____ Mobile: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Road Classification: (choose one) _____ Arterial _____ Collector ([Partial Restriction Map](#)) and ([ULMO](#))

Appearance Corridor: _____ 1 _____ 2 _____ 3 _____ N/A ([PZO Chapter 3- Appearance Corridor Protection](#)) ([Appearance Corridor Map](#))

I hereby authorize the staff of the Planning and Development Department to inspect the premises of the above-described property. I hereby certify and agree that I am authorized to make this application and that the above information is true and correct.

APPLICANT'S SIGNATURE DATE

Landscape Review:

- We recommend that you review the Zoning and Landscape requirements for your activity prior to preparing your site plan.
- Complete the application below and include items from the checklist on the site plan, referencing Section 2.3.40 and Article 6 of the Performance Zoning Ordinance. Section 2.3.50 may also apply.
- Submit application and THREE (3) copies of a landscape plan drawn to a scale acceptable for your project (engineering scale).
- If a landscape plan has not been prepared at the time of your zoning application, you may submit an extra copy of the site plan for landscape comments to assist with the landscape design for formal submittal and approval at a later date.
- Please attach this application with your site plan when submitting for review.

Landscape Plan Checklist

A completed checklist must be submitted with each application. Applicants shall indicate compliance with standards by checking the box adjacent to the standard.

Plan Format & General Standards *(check if provided; indicate NA if not applicable)*

- _____ 1. Completed Zoning Permit Application for Zoning and Landscape Plan Review.
- _____ 2. Sheet size should be 24" x 36", black and white drawing in plan view.
- _____ 3. Scale that is reasonable for the project type. Engineer scales only please.
- _____ 4. The title block shall contain plan type; project name; gross acreage; developed acreage; street name; address (if applicable); tax map number, and date of preparation.
- _____ 6. Label company name, preparer name, address, and phone number of plan preparer (e.g., surveyor, engineer, architect, landscape architect, etc.) near the title block.
- _____ 7. Provide north arrow, graphic scale/verbal scale in close proximity to each other.
- _____ 8. Provide a vicinity map in the same orientation of plan showing subject property, north arrow, scale (or labeled "not to scale"), and adjacent thoroughfares within a one mile radius of site.
- _____ 9. Show and label existing and proposed buildings/structures and respective size (square footage and height).
- _____ 10. Distinguish existing trees/trophy trees and proposed mitigation trees. Identify tree protection.
- _____ 11. Show and label wooded areas/buffers/corridors to be preserved and method of protection.
- _____ 12. Show and label required and provided open space.
- _____ 13. Show and label landscape plants with common name and size or provide adequate legend.
- _____ 14. Provide a landscape plant list indicating common and scientific name, plant spacing, and size specifications.
- _____ 15. Show current and proposed property boundaries/lot lines.
- _____ 17. Identify location of all existing and proposed walls/fences and stormwater devices (including ponds).
- _____ 18. Show and label private drives, driveways, R.O.W., and/or easement widths.
- _____ 19. Show existing and proposed utilities and service areas. Show and label utility cabinets and other associated utility structures greater than 5' in height and garbage collection sites and containers.