



Spartanburg County
Planning & Development Department

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NON-RESIDENTIAL ZONING PERMIT

CHECKLIST

SITE PLAN

Performance Zoning Ordinance

Non-Residential

This checklist is to be used as a guide only and may not be inclusive of all the requirements of the Performance Zoning Ordinance, which can be found here: <http://www.spartanburgcounty.org>

Project Name:

Date:

Reviewed by:

I. INFORMATION REQUIRED TO BE SUBMITTED TO THE PLANNING DEPARTMENT:

- 1. Non-Residential Zoning Permit Application
- 2. Processing Fee (See Fee Schedule). Check is to be made out to 'Spartanburg County.
- 3. Agent authorization form: Required in order to give a person permission to act on the owner's behalf, if applicable. Must be signed by owner.
- 4. Two (2) paper copies of plan to scale of not less than 1"=20' or not more than 1"=100' and necessary architectural and/or building plans, to include color scheme. For landscape submittals reference Article 6. If a landscape plan has not been prepared, 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.

II. INFORMATION REQUIRED ON SITE PLAN:

- _____ 1. The shape and dimensions of the property [entire parcel(s)] for the proposed activity.
- _____ 2. The total development acreage should be stated, either in square footage or in a fraction of an acre; i.e., 0.25 acres. (1 acre = 43,560 ft²)
- _____ 3. The location of property line(s) and protected property line(s).
- _____ 4. The width of adjoining road rights-of-way, and/or utility easements, and the location of the lot with respect to these rights-of-way.
- _____ 5. The location of driveways and parking spaces, and the total number of spaces in parking areas. ****The standard space is 9' x 18'. Identify existing and/or proposed driveways and parking areas, and the type of surface of all. Identify existing and/or proposed handicap parking spaces as per Section 2-2-20 (b).**
- _____ 6. Indicate the sight distance from the intersection of the proposed or existing driveways with the roadway(s). Indicate the posted speed limit of the roads.
- _____ 7. The shape, dimensions, and location of all **existing** and **proposed** buildings on the subject lot. Identify buildings as **existing** or **proposed**. Show **overall square footage** and **height** (from finished grade) of each building. Elevation (above mean sea level) of finished grade for building sites may be required for airport districts and exceptionally tall structures. Show nature of, or intended use of, land where no buildings are planned (such as boat and RV sales, vehicle sales, sports events, outside storage areas, parking, etc.).

- _____ 8. Architectural plans for all new structures, and proper color schemes for existing/proposed buildings and other structures. Section 2.3.50 Architectural Standards
- _____ 9. The location of residences (houses or mobile homes) on adjoining properties and the nearest distance to their own property line. The residence may be shown as a simple rectangle, with the distance or distances shown from the nearest side or corner of the rectangle to its own property boundary. Any residence located on adjacent property in a General District will be afforded buffering restrictions as if it is a grandfathered residence unless The Planning & Development Department is supplied with evidence that the residence was established on the property after zoning was adopted for that specific planning area.
- _____ 10. The location of all existing and proposed signs (freestanding, wall, etc.). For freestanding signs, show their height and display area, and the distance (in feet) to adjoining properties and road rights-of-way. Freestanding signs are required to maintain a separation distance of ten feet from overhead electrical conductors. Also, vision clearance rules and sight triangles must be observed. **Signs are permitted separately.**
- _____ 11. Three copies of the landscape plan for the proposed activity/development are required. Please refer to the landscape plan checklist for more specific requirements.

Additional Information:

- All proposed activities shall comply with the Compatibility Performance Standards contained in Chapter 3 of the Zoning Ordinance. For activities particularly associated with higher degrees of noise and light, the zoning application and site plan submittal shall address the proposed method(s) of compliance with the Compatibility Performance Standards of the Zoning Ordinance.
 - When screening is required, plans showing the type of materials to be used for the screening and construction details must be submitted to The Planning & Development Department for review and approval prior to installation of the screening.
 - Development project driveways accessing publicly maintained roads must also obtain the proper encroachment permits from the South Carolina Department of Transportation (SCDOT) or Spartanburg County Public Works Department, as appropriate.
- ** SCDOT may require existing access points to be revised to meet current SCDOT requirements. It is the applicant's responsibility to contact SCDOT to determine if such a revision is necessary. The approval and issue of a zoning permit does not release the applicant from meeting SCDOT requirements. If a SCDOT revision is necessary, another zoning site plan review, including any fees associated with that review, may be required.