



Spartanburg County Planning Commission

County Administration Building (864) 596-3570
366 North Church Street, Suite 700, Spartanburg, South Carolina 29303

Spartanburg County Public Utility Policy

Adopted by the Planning Commission December 16, 2019

Draft February 04, 2020

Persons desiring to subdivide and/or develop land in Spartanburg County shall follow the procedures outlined below with regards to public infrastructure. Roads shall comply with Spartanburg County Public Works Departmental Policy, the Private Road Policy, or by the SC Department of Transportation's policy. Private utilities such as power and gas are not a part of this policy.

Public Water or Wells (SCDHEC)

Preliminary Plat Submittal:

- If public water will be provided by one of the water providers in the area, then Planning Department Staff will require confirmation from the water provider that water is available to the existing parcel being proposed for development. If water is not immediately available, and a line extension is required, then Planning Department Staff will require written documentation from the water provider that the line extension process has begun. If water is available and sufficient for a fire hydrant, the plat must specify a proposed hydrant location.
- If the developer is going to use wells instead of public water, then the following note will need to be added to the preliminary plat:

As of this date _____, Lot/Parcel(s) _____ has/have not received approval from SCDHEC for a well. It is the responsibility of the Property Owner to contact SCDHEC for approval of a well if/when development takes place. NOTICE: A Certificate of Occupancy shall not be granted to a building/use without a connection to a well or public water.

Final Plat Submittal:

- If public water will be provided by one of the water providers in the area, then Planning Department Staff will require confirmation from the water provider that water is installed and ready for taps for all parcels being proposed on the final plat. Fire hydrant(s), if required, must be installed. Infrastructure must be completed before the plat will be approved and recorded.
- If the developer is going to use wells instead of public water, then the following note will be added to the final plat by the applicant:

As of this date _____, Lot/Parcel(s) _____ has/have not received approval from SCDHEC for a well. It is the responsibility of the Property Owner to contact SCDHEC for approval

of a well if/when development takes place. NOTICE: A Certificate of Occupancy shall not be granted to a building/use without a connection to a well or public water.

Site Plan Submittal: Residential (Apartments)

- If public water will be provided by one of the water providers in the area, then Planning Department Staff will require confirmation from the water provider that water is available to the site. Prior to the issuance of a Certificate of Occupancy, water lines must be installed and ready for taps.

Site Plan Submittal: Non-Residential

- The Site Plan will be approved by the Planning and Development Department without addressing water at the planning/zoning review stage. However, the water tap must be completed and working before a Certificate of Occupancy will be issued by the Building/Fire Codes Department.

Community Sewer or Septic Tanks (SCDHEC)

Preliminary Plat Submittal:

- If public sewer will be provided by one of the sewer providers in the area, then Planning Department Staff will require confirmation from the sewer provider that sewer is available to the existing parcel being proposed for development. If sewer is not immediately available, and a line extension is required, then Planning Department Staff will require written documentation from the sewer provider that the line extension process has begun.
- If the developer is going to use septic tank systems instead of public sewer, then the following note will be added to the preliminary plat by the applicant:

As of this date _____, Lot/Parcel(s) _____ has/have not received approval from SCDHEC for a septic tank system. It is the responsibility of the Property Owner to contact SCDHEC for approval of a septic tank if/when development takes place. NOTICE: A Certificate of Occupancy shall not be granted to a building/use without a connection to a septic system or public sewer.

Final Plat Submittal:

- If public sewer will be provided by one of the sewer providers in the area, then Planning Department Staff will require confirmation from the sewer provider that sewer is installed and ready to operate for all parcels being proposed on the final plat. Infrastructure must be completed before the plat will be approved and recorded.
- If the developer is going to use septic tank systems instead of public sewer, then the following note will be added to the final plat by the applicant:

As of this date _____, Lot/Parcel(s) _____ has/have not received approval from SCDHEC for a septic tank system. It is the responsibility of the Property Owner to contact SCDHEC for approval of a septic tank if/when development takes place. NOTICE: A Certificate of Occupancy shall not be granted to a building/use without a connection to a septic system or public sewer.

Site Plan Submittal: Residential (Apartments)

- If public sewer will be provided by one of the sewer providers in the area, then the Planning Department Staff will require confirmation from the sewer provider that sewer is available to the site. Prior to the issuance of a Certificate of Occupancy, sewer lines must be installed and ready for taps.

Site Plan Submittal: Non-Residential

- The Site Plan will be approved by the Planning and Development Department without addressing sewer at the planning/zoning review stage. However, the sewer tap must be completed and working before a Certificate of Occupancy will be issued by the Building/Fire Codes Department.

Storm Water

Preliminary Plat Submittal:

- Must adhere to all procedures and policies as outlined in the Roads and Bridges Ordinance, Spartanburg County Public Works Departmental Policy, and Storm Water Ordinance.
- Once storm water plans have been submitted to the Spartanburg County Engineering Division of Public Works, and they have completed their review, the Grading/Storm Water Permit can be picked up from the Planning and Development Department as long as all other Spartanburg County Planning Commission and Planning and Development Department Staff contingencies have been met.

Final Plat Submittal:

- Must adhere to all procedures and policies as outlined in the Roads and Bridges Ordinance, Spartanburg County Public Works Departmental Policy, and Storm Water Ordinance.
- Once the Spartanburg County Engineering Division of Public Works has reviewed and approved the final plat, the construction of the new road(s), and any other site work required under their procedures and policies, their final storm water approval will be transmitted to the Planning and Development Department. Infrastructure must be completed before the plat will be approved and recorded.

Site Plan Submittal: Residential (Apartments)

- Must adhere to all procedures and policies as outlined in the Roads and Bridges Ordinance, Spartanburg County Public Works Departmental Policy, and Storm Water Ordinance.
- Once the Spartanburg County Engineering Division of Public Works has reviewed and approved the site plan, and any other site work required under their procedures and policies, their final storm water approval will be transmitted to the Planning and Development Department.

Site Plan Submittal: Non-Residential

- Must adhere to all procedures and policies as outlined in the Roads and Bridges Ordinance, Spartanburg County Public Works Departmental Policy, and Storm Water Ordinance.

- Once the Spartanburg County Engineering Division of Public Works has reviewed and approved the site plan, and any other site work required under their procedures and policies, their final storm water approval will be transmitted to the Planning and Development Department.

Surety Plat (formerly Letter of Credit)

In lieu of completing the physical development and installation of the required improvements prior to Final Plat approval, the Spartanburg County may accept an Irrevocable Letter-of-Credit and Agreement, with surety and conditions satisfactory to it, providing for actual construction and installation of such improvements and utilities within a specific period of time expressed in the Agreement.

However, occupancy of a dwelling or building may not occur until all required improvements covered by the Letter-of-Credit are in place and approved by the County. Please see **Article 8 – Status of Subdivisions** in the Spartanburg County Subdivision Regulations for specific information.

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