



CIVIL SITE CONSTRUCTION PLANS INSTRUCTIONS AND CHECKLIST

RESIDENTIAL APPLICATION FEE: \$300.00 PLUS \$25.00 PER LOT

COMMERCIAL APPLICATION FEE: \$300.00 PLUS \$150.00 PER DISTURBED ACRE

PLEASE NOTE THAT THE ABOVE FEES DO NOT INCLUDE REQUIRED FEES AS PER THE LANCASTER COUNTY SMS4 AREA. THE SMS4 SEDIMENT AND EROSION CONTROL REVIEW PROCEDURES AND ASSOCIATED FEES ARE ATTACHED TO THIS DOCUMENT.

Civil Construction Plans are required as part of the Technical Review Committee (TRC) review process coordinated by the Planning Department. Review is required to ensure that the layout and design of the development is compatible with surrounding uses and complies with County standards and ordinances.

Major Subdivisions require Preliminary Plat approval from the Planning Commission prior to submitting detailed civil construction plans.

When all required forms, fees and information have been submitted, the Planning Department will route your plans to the appropriate review agencies for plan review as part of the TRC process. Initial Civil Construction Plan review takes 30 business days. In addition to the civil plans, a landscape and lighting plan is required.

Note: If a project has already received Site Plan approval, the initial review time for the Civil Site Construction Plan review may be lessened.

The designated contact person will receive an email from the County when the plan review is complete and if revisions are necessary. Resubmission of Civil Construction Plans will generally be reviewed within 15 business days.

If you have questions about the process, please contact us at 803-285-6005

PLEASE SUBMIT THE FOLLOWING FOR PLAN REVIEW:

- Civil Construction Plan:
 - **Plan submittal**
 - Six (6) paper copies of Civil Construction Plan-Set and Supporting Data.
 - One (1) PDF copy of Civil Construction Plan-Set and Supporting Data.
 - NOTE: After the civil plans are approved, four (4) printed sets of the approved plans will be requested for stamping and distribution.

PROJECT INFORMATION

Project Address/Location: _____

Tax Map ID/Parcel No. _____

Project Description: _____

Applicant Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Property Owner Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Other Project Contact(s)

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Applicant Signature

Property Owner Signature

Date

Date

CHECKLIST

Below is a list of standard information that should be shown on your plans. Attach a completed copy to your plans.

GENERAL INFORMATION:

- Proposed name of project. Name, address, phone and fax numbers of owner and/or developer and the design Professional(s).

- Map scale, north arrow, date and vicinity map.
- Total area of land and existing and proposed buildings.
- Topography by contours at vertical intervals of not more than five feet. All elevations shall refer to the Mean Sea Level Datum (if available).
- Tax map number and zoning classification.
- Land use, tax map number and zoning classification of adjacent property owners.
- Location and right-of-way of existing streets, curb cuts and driveways within 300 feet of site.
- Location of any utility or other easements or rights-of-way.
- Location of nearest hydrant. Spacing should be: a) commercial/industrial – 500', b) single-family residential – 500', and c) apartments/condos – 300' (this distance is measured in the direction of fire truck travel).
- The Fire Department will need access within 150 ft. of all points of the building.
- Location of city limit lines, if applicable.
- Location of land subject to flooding. Include FEMA Panel number of site.

BUILDINGS:

- Shape, dimensions and location of all buildings (existing and proposed).
- Setback requirements for all buildings and structures (See UDO)
- Building height.
- Building construction type.
- Building orientation in relation to street.
- Complete a Demolition Permit Application if any buildings will be demolished. An asbestos inspection report and SCDHEC demolition permit may be required. See the Demolition Permit Application for more information.

PARKING LOT:

- Number of parking spaces provided and number required.
- Dimensions of parking spaces and aisles.
- Loading spaces, if required.
- External street connectivity. Show ingress and egress points to streets or other property.
- Total impervious surface area (including gravel parking lots).
- Location, size and number of dumpster pads.
- Location and dimensions of fire lanes for any building that is 15,000 square feet or more.

LANDSCAPING, SCREENING, OPEN SPACE:

- See UDO Chapter 7 for landscaping and screening (buffer yard) requirements.
- Tree Save Areas in accordance with UDO Chapter 7.
- If in the Highway Corridor Overlay District (HCO) the standards of UDO Chapter 4 with regard to landscaping and tree retention/mitigation will also apply.
- Landscape and/or buffer plans (perimeter and street yards). If existing trees will be used as perimeter yard, submit tree survey showing their location, size and species. Describe method of protection during construction.
- Provide Tree Retention plan with tree protection barrier detail.
- Solid screening (minimum height – 6 feet) required for commercial or industrial sites adjacent to residential zoned property.
- Location and design of sidewalks or alternative non-vehicular circulation and proposed connections to existing sidewalks or trails.

LIGHTING:

- See UDO Chapter 7 for lighting requirements.
- If in the Highway Corridor Overlay District (HCO) the standards of UDO Chapter 4 with regard to lighting shall apply.

UTILITIES:

- Size and location of existing sewer and water mains and size and location of proposed service lines to building.
- Show location of GREASE TRAPS (1000 gal. min.) for all commercial cooking establishments and/or location of OIL/GREASE SEPARATORS (1000 gal. min.) for all car washes, garage facilities, etc.
- Show proposed storm drainage structures, outlets and direction of flow.
- Complete Stormwater applications, checklists and other documents as required.
- Proposed transformer or meter location. Transformer must be accessible to utility vehicles and be a minimum of 10 feet from any building.

SITE PLAN:

- All Civil Construction Plans must include a "Site Plan". **See Site Plan checklist (attached).**
- Actual field survey of all street rights-of-way with the front property corners of the lot staked. Each survey must be tied to SC geodetic control points.
- Drawn to scale of not less than one inch equals 100 feet (1" = 100').
- Vicinity map, map scale, north arrow and date.
- Street names – existing and proposed.
- Individual lot #'s, acreage of each lot and lot width at front setback line.
- Name and address of sub-divider and/or owner, the subdivision name and the name of the registered engineer or surveyor.
- Sufficient data to determine readily and reproduce accurately the location, bearing and distance of every road centerline, right-of-way line and subdivision boundary lines. Data shall include the radius, center angle and tangent distance for center lines of curved streets. Curved property lines shall show cord bearing distance, arc and radius.
- All dimensions shall be to the nearest one-tenth of a foot and bearings shown in degrees, minutes and seconds.
- Location and description of all property monuments. Front lot monuments (plastic or wood) to be maintained by developer throughout construction of development. Final property pins to be in place before final plat approval.
- Identify all open space areas, acreage and any amenity features (trails, etc.).
- All existing and proposed rights-of-way and/or easements, public or private, shall have the purpose stated, bearings and distances shown, and all widths identified.
- Location of City limit lines, if applicable.
- All ROW must be identified with widths and proposed cross sections and remain clear of any obstructions.
- All adjacent property owners.
- Tax map numbers must be shown for adjacent properties and all parcels included in the subject development.

PHASING PLAN

- If project is to be developed in phases, please include a detailed phasing plan.

SITE PLAN CHECKLIST

The following identifies required information to be placed on site plan drawings. A list of key requirements has also been provided, however, this checklist should not be used as a substitute for reviewing the UDO. **Use this checklist to make sure your plans are complete.**

EXISTING CONDITIONS

Please identify the following existing conditions on the plan drawing that may be located on the subject property or adjacent areas.

1. Topography by contours at vertical intervals of not more than five feet. All elevations shall refer to Mean Sea Level Datum (if available).
2. Show location and right-of-way of existing streets, curb cuts, and driveways within 300 feet of the site.
3. Show location and footprint of existing buildings on adjacent parcels.
4. Show location of railroads and utility lines either on or adjacent to the property to be developed. Specify whether utility lines are in easements or rights-of-way and show location of poles/towers.
5. Size and location of existing sewers, water mains, storm drains, culverts or other underground facilities within the street or within the right-of-way of streets or roads adjoining the tract. Show ditches, swales, and drainage easements adjacent to the proposed project.
6. Location, size, and use of any existing structures on the subject property that will remain on the site
7. Location of county and/or city limit lines, if adjacent to subject property.
8. Show location of nearest hydrant. Spacing should be 500 feet for commercial/industrial and 300 feet for apartments/condos (this distance is measured in the direction of fire truck travel).
9. The Fire Department will need access to within 150 feet of all points of the building.
10. Location of land subject to flooding and nearest 100-year flood zone and elevation.
11. Location of existing or planned public parks, schools, greenways, trails, or other major public amenity located within ½ mile of the development site.

ENVIRONMENTAL CONSIDERATIONS

ENVIRONMENTALLY SENSITIVE LANDS

1. Depict any water resources subject to UDO *Riparian Environments*, and comply with all requirements laid out in the aforementioned section.
2. Depict any prohibitive/severe steep slope areas (greater than or equal to 3H:1V) and take into account the limitations on disturbance when designing the project.
3. Depict stormwater management areas.

TREE RETENTION

1. Identify tree canopy retention areas.
2. Show trees that require protection.

OPEN SPACE

1. Indicate if all or a portion of the site has been designated as an Open Space Preservation area.
2. Calculate required common open space acreage.
3. Show any trails and greenways on the Lancaster County Carolina Thread Trail Master Plan that developer is required to construct.

STORM WATER CONSIDERATIONS

1. Please see attached Sediment and Erosion Control Review Procedures for SMS4 area requirements in Lancaster County.
2. Areas outside of the Lancaster County SMS4 area are under the purview of SCDHEC.

ZONING CONSIDERATIONS

Depending on the zoning district of the property and the proposed uses, special requirements may apply.

USE-SPECIFIC STANDARDS

The UDO has standards associated with specific uses in order to minimize negative impacts and/or to help shape the design of a specific use. Design the proposed site plan in compliance with any applicable use-specific standards.

Use-Specific Standards can include height limits, separation requirements from residential or other uses, operational requirements, and/or specific design requirements. You may determine whether a proposed use has an associated use specific standard and its location within the ordinance by reviewing the UDO.

OVERLAY DISTRICTS

If an overlay district exists, be sure to address the applicable standards for it in the site design.

- McWhirter Field Aviation Overlay** Please refer to the UDO for allowed uses and associated development criteria.
- Carolina Heelsplitter Overlay**
- Carolina Thread Trail Overlay**
- Highway Corridor Overlay**
- Cluster Subdivision Overlay**
- Equestrian Oriented Subdivision Overlay**

GENERAL PROJECT INFORMATION

Please identify the following general information on the site plan drawing either within a notes section or on the plat drawing itself, as appropriate.

1. Proposed name of project.
2. Name, mailing address, email address, and phone number of the owner and/or developer and designer of the site plan.
3. Map scale using appropriate engineer's scale, north arrow, and date.
4. Vicinity map (1" = 1 mile min. scale).
5. Total acreage to be developed.
6. Boundaries of the tract to be developed with all bearings and distances. At least two points of the survey must be tied to SC geodetic control points
7. Proposed use of all lots to be used.
 - a. Note that special zoning requirements apply to many situations. See "zoning considerations" section above.
8. Tax map number.
9. Zoning district classification and, if applicable, overlay zone(s).
10. Land use, zoning district classification, and tax map number of adjacent properties, names of adjacent developments, and owners of adjoining parcels.
 - a. Note that special zoning requirements apply to many situations. See "zoning

considerations” section above.

11. Total number of lots and layout of all lots, including building setback lines, scaled dimensions, area in square feet, lot numbers (if multiple lots), and utility easements with width and use.
12. Location and dimensions of all proposed buildings including number of stories and total square footage by use.
13. Building setbacks and proposed impervious surface calculation.
14. For multi-family residential:
 - a. Show total number of units, and the number of each type—one-bedroom, two-bedroom, and three or more bedrooms.
 - b. Show proposed density.

GENERAL DESIGN REQUIREMENTS

The UDO has standards related to the design of parking areas, landscaping, fencing, and other topics that will significantly shape the layout of the site plan. Please identify the information below on the site plan and review the corresponding ordinance sections for additional information.

OFF STREET PARKING AND LOADING AREAS

Important information about parking requirements:

1. Surfacing: All parking areas must be surfaced with the appropriate materials according to the UDO.
2. Maximum amount: Maximum parking is limited to 200% of required minimum or 35% of the site area if no minimum is designated.
3. Distance from buildings: Parking stalls shall be located a minimum of 10 feet from public rights-of-way and buildings to allow sufficient separation for sidewalks, landscaping and other site features except along the backs of buildings in areas designed for loading and unloading.

Show the following on plans.

1. Number of spaces: Show number of parking spaces proposed and number required by the UDO.
2. Dimensions of spaces: Provide typical parking stall and aisle width dimensional call outs for each parking section or bay.
 - a. Identify pavement markings and dimensions handicap parking stalls, the number and size of which are governed by the International Building Code.
3. Driveways:
 - a. Provide dimensional call out for driveway entrance widths.
 - b. Provide sufficient stacking distance from parking areas to the public ROW or shared drives.
 - c. Identify cross-access drive or future stub connecting abutting sites. Drive must be a minimum of 22 feet in width and 100 feet from an intersection or driveway entrance.
4. Pedestrian walkways are required. Identify location of pedestrian walkways and accessways (accessways require a minimum 6-foot width).
5. Loading zones may be required. Identify location and size. See UDO for size and number requirements.
6. Special situations:
 - a. For parking lots with drive-through uses, provide sufficient stacking meeting the UDO standards.
 - b. For parking lots with 36 spaces or greater, provide sidewalk corridors meeting the UDO.
 - c. For parking lots with more than 100 stalls, provide at least one landscape island between 2 back-to-back parking bays for every 4 traffic aisles as required by the UDO.

LANDSCAPING

1. Depict the required land use buffers along all four sides of site as indicated in the UDO. Indicate on site plan if existing vegetation is to be used to meet a specific buffer requirement.
2. Depict parking lot landscaping (private drive islands, parking lot islands/planting areas, perimeter screening areas, etc.).
3. Depict streetscape landscaping and internal property boundary landscaping with outlines or general depictions if not already met by land use buffer or parking area landscaping.
4. Depict service area screening and dumpster enclosure fencing/wall per the UDO. Dumpster enclosures must be constructed using materials in accordance with the UDO.
5. Submittal of fully designed landscape plan prepared by a qualified landscape professional may be deferred until Civil Plan submittal. It is helpful to coordinate the landscaping plan with the lighting plan for the project to ensure no conflicts exist between the two.

FENCING

The UDO has standards related to the location, type, height, and material of fencing.

1. Identify the location, type, and height of all proposed fencing.
 - a. Location:
 - i. Fences must remain clear of all sight distance and triangle areas.
 - ii. Fencing must be located on the inside edge of any required perimeter buffer or landscape areas.
 - b. Materials:
 - i. Chain link fencing is permitted in a limited number of situations. See the appropriate overlay district section in the UDO.
 - ii. Barbed wire and electric fencing is prohibited except in rare circumstances where the use has specialized security concerns.
2. Additional requirements:
 - a. The finished side of all fencing (i.e., the side without structural support members) must face outward to adjacent properties or roadways.
 - b. If a fence is used in conjunction with any vegetation to satisfy requirements, all required vegetation shall be placed on the side of the fence or wall of the adjacent properties.
 - c. Most stormwater detention ponds are required to have safety fencing sized at a minimum height of 4 feet.
 - d. Fences along the right-of-way must include breaks in the wall plane at least every 200 feet and must be landscaped.
 - e. A separate fence permit is required unless the fence detail and location are approved as part of the Civil Construction Plans or Building Permits.

Lancaster County, SC
Stormwater Management
P.O. Box 1809
Lancaster, SC 29720
803.286.3607
stormwater@lancastercountysc.net



Sediment and Erosion Control Review Procedures

Applicant reviews the Lancaster County *Small Municipal Separate Storm Sewer System (SMS4)* map to determine if the proposed project is within the SMS4 boundaries. If the project is outside of the SMS4 boundaries but within Lancaster County, the *South Carolina Department of Health and Environmental Control (SCDHEC)* staff will review the project. If the proposed project is within the SMS4 boundaries, the review will be conducted by Lancaster County and/or the county consulting engineer.

The Lancaster County application process is as follows:

1. Applicant submits three copies of the Storm Water Management Plan (SWMP) and supporting calculations as outlined in applicable SCDHEC regulations:
 - a. two copies shall be provided to Lancaster County Stormwater Management Department, P.O. Box 1809, Lancaster, SC 29720; and
 - b. one copy shall be provided to Matt Crawford, PE, Keck & Wood, Inc., 215 Hampton Street, Suite 100, Rock Hill, SC 29730
2. Lancaster County will review the proposed design and will either approve as submitted or will request revisions prior to approval.
3. Upon approval of SWMP, Lancaster County will submit an approval letter to SCDHEC requesting a project specific permit. The applicant will be copied on the approval letter.
4. Applicant then provides Lancaster County with the following:
 - a. an original Notice of Intent (NOI) which can be found at the <http://www.scdhec.gov/Environment/WaterQuality/Stormwater/ApplicationsForms/>; and
 - b. a *check made payable to Lancaster County in an amount based on \$250.00 per disturbed acre, rounded to the next whole acre; and
 - c. a *check made payable to SDHEC in the amount of \$125.00 for the State Permit Administration fee.
5. The NOI and both checks should be sent to:

Lancaster County Stormwater Management
P.O. Box 1809
Lancaster, SC 29720

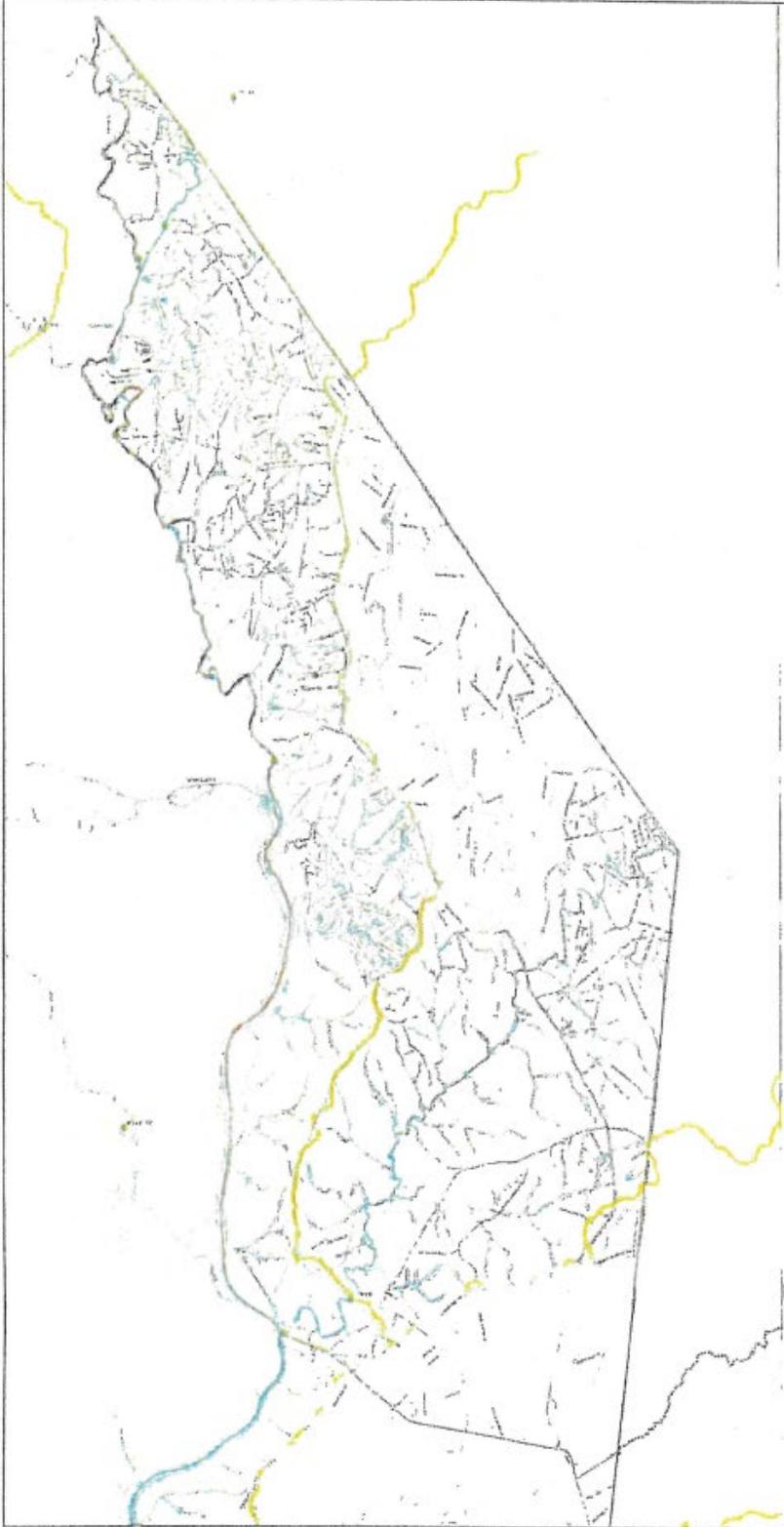
*application fees shall be paid in check form only.

www.mylancastercountysc.org

Lancaster County SMS4 Area Map

SMS4 Area:
37,291.92 AC
58.27 SQ MI

- Legend**
-  SMS4 Boundary
 -  Monitoring Stations
 -  Non-Critical Stream
 -  Endangered Species Stream
 - Streams**
 -  TMDL Watershed
 -  303d Watersheds
 -  Lancaster County Boundary



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1" = 2000'

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