



SITE PLAN

For Commercial, Industrial, and Institutional Properties

All non-residential development is required to have a Site Plan approved in accordance with the Lancaster County UDO prior to issuance of a Grading Permit, Land Development Permit or Building Permit. Site Plan review is required to ensure that the layout and general design of proposed development is compatible with surrounding uses and complies with the Lancaster County UDO.

1. APPLICATION AND APPROVAL PROCESS

- **Pre-Application Meeting:** Please contact the Planning Department if you wish to schedule a pre-application meeting. Refer to the Sketch Plan Application and Checklist for additional information. Pre-Application meetings will be used to provide an overview of applicable standards and the approval process, as well as feedback on your sketch, if submitted in advance.
 - Please note that a Traffic Impact Analysis (TIA) may be required depending on the proposed use of the property. This can be discussed during the pre-application conference.

2. SITE PLAN SUBMITTAL PROCEDURE

- Prepare the Site Plan using this checklist and the UDO, which is available at www.mylancasteresc.org.
- Submit the following items for plan review.
 - Six (6) paper copies of Site Plan and Supporting Data.
 - One (1) PDF copy of Preliminary Plat and Supporting Data.
- Plans will be reviewed by County staff and comments will be sent to the designated contact person.

The site plan application is due the 1st and 3rd Thursday of each month. The Technical Review Committee (TRC) meets on the 2nd and 4th Thursday of the month. After the scheduled TRC meeting, all agencies have 15 business days to submit comments back to the Planner in charge for the TRC application.

If a project requires a Traffic Impact Analysis, the TIA must be included with the initial submission. Please allow additional time for a TIA to be reviewed if required.

Site plans requiring revisions may be submitted at any time and are subject to the same 15 business day review timeframe.

Upon final approval, submit paper and 1 PDF copy of the Preliminary Plat and Supporting Data.

Subsequent to site plan approval please submit eight (4) plan-sets to the Lancaster County Planning Department to be stamped approved. You may submit additional plan-sets to be stamped approved for your use. Additionally we request that you provide the Planning Department a PDF file of the stamped approved site plan as soon as possible upon receiving your hard copy set from Lancaster County.

NOTE: Complete and return this entire application packet with the site plan submittal.

SITE PLAN APPLICATION AND CHECKLIST

For commercial, industrial, and institutional

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 Contacts

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Name: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Applicant Signature

Property Owner Signature

Date

Date

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.

INFRASTRUCTURE CONSIDERATIONS

PROPOSED STREETS, GRADING, STORMWATER, AND UTILITY SYSTEM

Please identify the following proposed grading, stormwater, and utility system improvements.

1. Preliminary plan for sanitary sewers showing the location of manholes and points of discharge. Indicate direction of flow.
2. Preliminary plan for storm sewer system showing the location of outlets and direction of flow.
3. Preliminary plan of water supply system
4. All proposed easements.
5. Submit written verification to serve from all utility service providers.
6. Proposed major contour changes in areas where substantial cut and for fill is to be done.
7. If any new or significantly reconfigured public roadways are proposed, please refer to the Preliminary Plat checklist for relevant roadway design standards and approval process information.

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.