



Planning Department
P.O. Box 1809, 101 N. Main Street, Lancaster, SC 29721
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www.mylancastersc.org

SKETCH PLAN

This review is available for any project where the owner/developer wants direction and information on code requirements prior to submitting detailed plans.

You may request a staff meeting prior to preparing a sketch plan to obtain basic information relative to your project. Or, if you prefer, you may submit a sketch plan for staff to review and then schedule a meeting to review comments and provide additional information. Contact the Planning Department to schedule a meeting or for assistance.

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

For sketch plan review, submit a site plan with the following information:

Location and use information

1. Vicinity map showing location of proposed project.
2. Tax ID number, zoning classification and overlay districts.
3. Proposed use[s] of site.
4. Identify adjacent land uses.
5. Show shape, dimensions and location of all buildings (existing and proposed).

Utilities information

1. Show location of nearest available water/sewer/ electrical utilities.
2. Show conceptual layout for sanitary sewer extension.
3. Show the conceptual layout for water line extension.

Stormwater information

1. Show all property line points of stormwater inflow and outflow.
2. Drainage flow patterns, shown with arrows.
3. Show area designated for stormwater mitigation facilities.
4. Preliminary calculations shall be shown on the plan for estimate of required stormwater mitigation volume, or establish an approximate area based on a volume of 0.25 ac-ft. per acre of development.
5. Easements for all public and private drainage systems.
6. Flood hazard and floodway limits, per FEMA FIRM mapping (with 100 year flood elevations).

Fire information

1. Show location of nearest hydrant. Spacing should be:
 - a) commercial/industrial – 500'
 - b) single-family residential – 500'
 - c) apartments/ condos – 300'.(This distance is measured in the direction of fire truck travel).
2. The Fire Marshal will need access to within 150 ft. of all points of the building.

Trees, landscaping, open space, and environmentally sensitive areas

1. Description of property: i.e. tree coverage, heritage trees and other relevant existing features.
2. Show the approximate location of the existing treeline.
3. Identify areas for required buffers, perimeter yards, open space, landscaping, etc.
4. Show streams, lakes, rivers, wetlands and other environmental features.
5. Show slopes and topography of site.

Driveway access and parking areas

1. Show proposed points of Ingress and egress. Show other driveways and streets on both sides of the road within 300 feet of project.
2. Show parking spaces.
3. Show sidewalks, pedestrian pathways to adjacent roads, and trails.

For residential projects

1. Show number of units and project density.
2. Show required amenity areas (for multi-family and single-family attached projects).