

- SITE PLAN REVIEW -

What is the purpose of Site Plan Review?

Site Plan Review (SPR) is a process used to examine all proposed developments and redevelopments, except for single family residential uses, for the purpose of ensuring compliance with Town, County, and State requirements. The SPR Committee consists of representative from various State and County agencies who will address issues pertaining to the project including, but not limited to, zoning, building codes, health standards, traffic/highway regulations, and drainage/road requirements.

What does Site Plan Review apply to?

- Any change in use to a more intensive use, as determined by the Planning Director; or
- Any earth disturbing activity greater than or equal to 5,000 square feet; or
- New development, redevelopment, and any property improvements that increase by more than 25% the area devoted to vehicular use, or the gross floor area of buildings; or
- Any occupancy of a building that has not been occupied by a business for more than 1 year as determined by County records or other reasonable investigation.

Application Process

Step 1 - A pre-application meeting is held with Zoning/Planning and other pertinent agency staff.

Step 2 - Submittal of the completed Site Plan Review application, including but not limited to 6 copies of the approved recorded plat, dimensional site layout plan, and any other required drawings.

Step 3 - The Site Plan Review Committee reviews the application and meets with the applicant on the specified date to present written comments.

Step 4 - When all applicable agency requirements are met, the site plan(s) are approved.

After Site Plan Review approval, 2 sets of building plans may be submitted to the Charleston County Building Services Department for review and approval. The Building Permit is issued upon building plan approval. After a pre-construction inspection has been approved by Zoning/Planning staff, a Zoning Permit may be issued for site construction. The Contractor must request all applicable inspections, including the final landscape inspection from the Zoning/Planning Department. The Certificate of Occupancy is issued by the Charleston County Building Inspections Department upon approval of all required inspections. All applicable utilities may be connected after the Certificate of Occupancy is obtained.