



Town of Meggett
Zoning & Planning
4776 Highway 165
Meggett, SC 29449
(843) 889-3622

SITE PLAN REVIEW APPLICATION PACKET

The documents listed below are included within this packet. Upon gathering all required information/documentation, the Applicant shall submit the completed packet to the Zoning & Planning Department for review in compliance with the *Town of Meggett Zoning and Land Development Regulations Ordinance (ZLDR)*. Prior to approval, staff may identify and request additional documentation to ensure compliance with the ZLDR.

- ◆ **SITE PLAN REVIEW APPLICATION CHECKLIST**
- ◆ **SITE PLAN REVIEW APPLICATION**
- ◆ **LETTER OF INTENT TO ESTABLISH A BUSINESS**
- ◆ **RESTRICTIVE COVENANTS AFFIDAVIT**
- ◆ **TREE AFFIDAVIT**
- ◆ **SPR PURPOSE, PROCESS, & AGENCY REFERRALS**
- ◆ **SITE PLAN REVIEW PROCESS FLOWCHART**

ADDITIONAL INFORMATION & LINKS

The full *Town of Meggett Zoning & Land Development Regulations Ordinance* can be found online at the following link:

<https://meggett.municipalcodeonline.com/book?type=zoning>

Please send submittals and resubmittals to clerk@townofmeggettsc.org.

General Site Plan Review questions can also be sent to this email.



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SITE PLAN REVIEW APPLICATION CHECKLIST

The following documents are to be submitted to the Zoning & Planning Department for review in compliance with the *Town of Meggett Zoning and Land Development Regulations Ordinance (ZLDR)*. Prior to approval, staff may identify and request additional documentation upon review to ensure compliance with the ZLDR.

Completed Application (attached)

Recorded Lot of Record (Plat or Survey)

Site Plan

- Drawn to Engineer's Scale: (1"=10', 20', 30', 40', 50', or 60').
- Includes the following information:
 - Property dimensions and associated setbacks.
 - Dimensions and locations of all existing and proposed structures and improvements.
 - Indicate percentage of building cover.
 - Indicate square footage of building(s)/structure(s) with breakdown of uses within (i.e. office, storage, display, etc.).
 - Indicate elevation(s) of finished floor(s).
 - Indicate building(s)/structure(s) maximum height.
 - Driveways/parking/loading areas shall be dimensioned and surface material labeled (i.e. paved concrete, gravel, etc.).
 - Must include minimum number of parking spaces required for use.
 - Indicate location of any dumpsters or mechanical equipment, as well as any associated screening.
 - **Wetlands/OCRM Critical Line delineated, approved, stamped, and signed every (5) years by Coastal Council, if applicable**
 - **Jurisdictional Determination from the US Army Corp of Engineers, if applicable.**

Grading & Drainage Plan

- Must be prepared by a registered engineer or landscape architect and drawn to Engineer's Scale.
- Includes the following information:
 - Existing and proposed contours
 - Finish spot elevations
 - Drainage calculations & stormwater retention
 - Percentage of impervious area

Landscaping and/or Tree Plan

- Must be prepared by a registered engineer or landscape architect (includes signature, seal, etc).
- Drawn to Engineer's Scale: (1"=10', 20', 30', 40', 50', or 60').
- Includes the following information:
 - Location, number, size (DBH), and species of all trees to be preserved.
 - Location, number, size (DBH), and species of all trees to be removed.
 - Location of Tree Protection Barricades.

- Plan outlining the manner in which trees are to be protected during development.
- Identify existing or proposed vegetation within required buffer areas.

Sign and/or Lighting Plan, if applicable

- Signage Plans shall include the following information:
 - Detailed drawings of the proposed sign(s) showing the size, construction materials, color, lighting, support/foundation details, text, and letter style/size.
- A Site Lighting/Photometric Plan shall be provided by a qualified engineer. Footcandle output should be indicated throughout the site, and 10' beyond the property boundaries, with no more than 0.5 footcandles spilling onto adjacent residential properties and adjacent public right-of-ways.
- Light fixture details shall be provided and indicate a concealed (indirect) light source.

Letter of Intent to Establish a Business

Signed Restrictive Covenants Affidavit

Signed Tree Affidavit

Paid Receipt from Charleston Water for Applicable Sewer & Water Impact/Tap Fees **-OR-** Septic Tank Approval (from DHEC) & Well Notice of Intent (NOI) Approval Letter (from DHEC)

If there are existing utilities in place, please request an Existing Utilities Affidavit from Zoning Staff; existing septic systems and wells are required to be inspected and deemed to be in good working order by a DHEC licensed contractor prior to permit approval.

SCDHEC Stormwater Documentation

- Submit the following documents upon approval by DHEC:
 - A copy of the approved **Notice of Intent** (NOI) for Stormwater Discharges from Large and Small Construction Activities.
 - A copy of SCDHEC's **Certificate of Coverage/Coverage Approval Letter** under the National Pollutant Discharge Elimination System (NPDES) Construction General Permit (CPG).
 - A copy of the approved **Stormwater Pollution Prevention Plan** (SWPPP or C-SWPPP).
 - A copy of the approved (General or Individual) **Coastal Zone Consistency Determination** (CZC) from SCDHEC's Office of Ocean & Coastal Resource Management (OCRM), if applicable.
 - Approved copies of all associated **US Army Corps of Engineers' 404 Permits** or **DHEC 401 Water Quality Certifications**, if applicable.
 - A signed/notarized copy of SCDHEC's **Permanent Stormwater System Maintenance and Responsibility Agreement**.

SCDOT or Charleston County Public Works Encroachment Permit, if applicable

Site Plan Review Fee

Structures Less Than 5,000 Sq Ft or Under 10 Acres If No Buildings Included: **\$250**

Structures 5,000 Sq Ft+ or 10+ Acres If No Buildings Included: **\$500**

NOTE: Payments in-person can be made with cash. Check payments can be made in-person or mailed to Town Hall. Credit/Debit Cards (processing fee added) are accepted via online payment or in-person.

DIGITAL SUBMISSION PREFERRED- PLEASE EMAIL REQUIRED DOCUMENTS TO: clerk@townofmeggettsc.org



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SITE PLAN REVIEW APPLICATION

Pursuant to §10.27.1 of the *Town of Meggett Zoning and Land Development Regulations Ordinance* (ZLDR), completion of the Site Plan Review process is required for: (A) new development, redevelopment, and property improvements that increase by more than 25 percent the area devoted to vehicular use, or the gross floor area of buildings; (B) any change in use to a more intensive use, as determined by the Zoning Administrator; and (C) any earth disturbing activity greater than or equal to 5,000 square feet.

Property Information

Parcel ID / TMS#: _____

Property Address: _____

Project Description / Scope: _____

Applicant Information

Name(s): _____

Address: _____

Email: _____ Phone: _____

Property Owner Information (if different from above)

Name(s): _____

Address: _____

Email: _____ Phone: _____

Applicant(s) Signature

Date

Property Owner(s) Signature

Date

Office Use Only

Application #: ZSPR-

Zoning District:		Flood Zone:		Plat Bk/Pg:	
Special Exception Required?		Public Water <u>or</u> Well		Sewer <u>or</u> Septic System	
Application Date:		Fee:		Payment Method:	
Comment Review Meeting Date/Time:					
Comment Review Meeting Date/Time:					



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SITE PLAN REVIEW

LETTER OF INTENT TO ESTABLISH A BUSINESS

APPLICANT(S) INFORMATION

Name(s): _____

Address: _____

Email: _____ Phone: _____

PROPERTY INFORMATION

Name of Business:	
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TMS#:		Street Address:	
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Days of Operation:		Hours of Operation:	
--------------------	--	---------------------	--

# of Employees:		Zoning District:	
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Please provide a <u>DETAILED</u> explanation of your proposed use:

AFFIRMATION

I hereby certify that I have read this application and declare under penalty of perjury that the information contained herein is correct and complete.

 Applicant(s) Signature _____
Date

<i>Office Use Only</i>					
Zoning District:		Flood Zone:		Plat Bk/Pg:	
Undeveloped or vacant for 2+ years?					
Approved use for Zoning District?					
Accepted By:				Date:	



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RESTRICTIVE COVENANTS AFFIDAVIT

Please read the below affirmation carefully, sign if you agree, and return to Zoning & Planning Staff for review. Restrictive Covenants are filed with the Register of Deeds Office and copies, should they exist in association with your parcel, may be obtained from their Office.

I have researched the Restrictive Covenants applicable to the parcel identified below and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed permit application is not contrary to, does not conflict with, and is not prohibited by any of the Restrictive Covenants, as specified in SC Code Ann. §6-29-1145.

TMS#(s)/PID#(s): _____

Address: _____

 Signature Printed Name Date

Explanation:

Effective July 1, 2007, South Carolina Code of Laws §6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits an activity for which a permit is being sought. A copy of this statute is available below for your convenience.

SECTION 6-29-1145. Determining existence of restrictive covenant; effect.

(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

1. in the application for the permit;
2. from materials or information submitted by the person or persons requesting the permit; or
3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

1. "actual notice" is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
2. "permit" does not mean an authorization to build or place a structure on a tract or parcel of land; and
3. "restrictive covenant" does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.

HISTORY: 2007 Act No. 45, Section 3, eff June 4, 2007, applicable to applications for permits filed on and after July 1, 2007; 2007 Act No. 113, Section 2, eff June 27, 2007.



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SITE PLAN REVIEW

TREE AFFIDAVIT

I hereby certify that the proposed activity or development on the parcel identified below will be undertaken without the disturbance, alteration, removal, or destruction of any required Grand Tree (Live Oaks with a DBH of 24" or greater) as defined in **Chapter 9, Tree Protection & Preservation**, of the Town of Meggett Zoning and Land Development Regulations (ZLDR).

I assume full legal responsibility for any actions not in compliance with the tree preservation requirements of the Town. I am aware that violations may result in stop work orders, revocation of zoning and building permits, delays in issuance of certificate of occupancy, fines, and replacement trees as mandated by the Board of Zoning Appeals or Zoning Administrator.

TMS#(s)/PID#(s): _____

Address: _____

 Signature

 Printed Name

 Date

Please see below & **INITIAL** to confirm you understand the information as it has been provided to you.

Tree Protection During Development & Construction

Protective barricades shall be placed around all required trees in or near development areas on all zoning parcels, prior to the start of development activities. These barricades, constructed of wood or plastic fencing or other approved materials shall be erected in accordance with standards by the Zoning Administrator and placed (AT MINIMUM) beneath the canopy drip line. Other protective devices or construction techniques may be used as approved by the Zoning Administrator. The barricades shall remain in place until development activities are complete. The area within the protective barricade shall remain free of all building materials, dirt, fill, or other construction debris, vehicles, and development activities.

 (Initial Here)

NOTE: Representatives of the Town are authorized under the conditions of this permit application to make random site inspections to verify that these standards and requirements are being complied with during construction. Failure to implement these requirements may result in enforcement action.

Definition of "Tree Removal"

The term "tree removal" shall include, but not be limited to, damage inflicted to the root system by machinery; girdling; storage of materials and soil compaction, changing the natural grade above or below the root system or around the trunk; damage inflicted on the tree permitting fungus infection or pest infestation; excessive pruning; excessive thinning; paving with concrete, asphalt or other impervious material within such proximity as to be harmful to the tree; or any act of malicious damage to a tree.

 (Initial Here)



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SITE PLAN REVIEW

PURPOSE & PROCESS

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Site Plan Review (SPR) is a process used to examine all proposed developments, except for single-family residential dwellings, for the purpose of ensuring compliance with Town, State, and Federal requirements. The review process will address the issues of the project including zoning, building codes, health standards, traffic/highway regulations, drainage/road requirements, compliance with wetland regulations, and Storm Water regulations. Following the initial submittal, a Comment Review Meeting will be scheduled.

REVIEW COMMITTEE REFERENCES

The Town of Meggett’s Zoning Administrator shall be the main point of contact for the SPR process. When appropriate, the Applicant will be referred to one or more of the below agencies to coordinate on the project.

<p>CHARLESTON COUNTY REGISTER OF DEEDS O.T. Wallace County Office Building 101 Meeting Street, Room 200 Charleston, SC 29401 Phone: (843)958-4800 rod.charlestoncounty.org</p>	<p>CHARLESTON COUNTY BUILDING SERVICES Lonnie Hamilton, III Public Service Building 4045 Bridge View Drive North Charleston, SC 29405 Phone: (843)202-6930 buildingservices@charlestoncounty.org</p>
<p>CHARLESTON COUNTY PUBLIC WORKS Lonnie Hamilton, III Public Service Building 4045 Bridge View Drive, Suite B309 North Charleston, SC 29405 Phone: (843)202-7600 pwcustomerservice@charlestoncounty.org</p>	<p>SC DEPARTMENT OF TRANSPORTATION (SCDOT) Charleston Permit Office 2401 Maintenance Way Charleston, SC 29406 Phone: (843)740-1655 https://www.scdot.org</p>
<p>SCDHEC – BUREAU OF WATER COASTAL STORMWATER DIVISION 1362 McMillan Ave, Suite 400 Charleston, SC 29405 Ph: (843)953-0200 scdhec.gov/bow/stormwater CoastalStormwaterNotification@dhec.sc.gov</p>	<p>SCDHEC – BUREAU OF WATER DIVISION OF WATER QUALITY (401 PERMITS) 2600 Bull St Columbia, SC 29201 Ph: (803)898-4333 www.scdhec.gov/bow wqcwetlands@dhec.sc.gov</p>
<p>SCDHEC – COASTAL ZONE PERMITTING (OCRM) OCEAN & COASTAL RESOURCE MANAGEMENT 1362 McMillan Ave, Suite 400 Charleston, SC 29405 Ph: (843)953-0200 scdhec.gov/ocrm ocrmpermitting@dhec.sc.gov</p>	<p>US ARMY CORP OF ENGINEERS CHARLESTON REGULATORY OFFICE 69A Hagood Ave Charleston, SC 29403 Ph: (843)329-8044 SAC.RD.Charleston@usace.army.mil https://www.sac.usace.army.mil/</p>



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SITE PLAN REVIEW PROCESS FLOWCHART

PROCESS

Site Plan Review (SPR) process will address the issues of the project including zoning, building codes, health standards, traffic/highway regulations, drainage/road requirements, compliance with wetland regulations, and Storm Water regulations. Following the initial submittal, a Comment Review Meeting will be scheduled.

TIME REQUIRED

Average time required to complete a site plan review request varies between 30 to 45 days. The applicant should consult the Planning Department for advice regarding the site plan, design standards, and review procedures.

SUBMIT LETTER OF INTENT FOR REVIEW. STAFF WILL SCHEDULE A PREAPPLICATION CONFERENCE WITH APPLICANT TO DISCUSS THE PROPOSED PROJECT/USE. IF A SPECIAL EXCEPTION OR VARIANCE IS NEEDED, APPLICANT WILL SUBMIT AN APPLICATION FOR THE REQUEST TO BE HEARD BY THE TOWN OF MEGGETT'S BOARD OF ZONING APPEALS.

SUBMIT FULL SPR PACKET WITH APPLICABLE ASSOCIATED DOCUMENTS. STAFF WILL SCHEDULE A COMMENT REVIEW MEETING. RESUBMIT PACKET UNTIL SITE PLAN IS IN APPROVABLE STATE.

UPON SITE PLAN APPROVAL, THE ZONING ADMINISTRATOR WILL ISSUE A SITE PLAN REVIEW APPROVAL LETTER. BUILDING PLANS CAN THEN BE SUBMITTED FOR REVIEW, IF APPLICABLE.

INSTALL TREE BARRICADES/SILT FENCING & CALL FOR INSPECTION TO RELEASE ZONING PERMITS FOR SITE PREPARATION AND/OR CONSTRUCTION.

SCHEDULE FINAL ZONING & BUILDING INSPECTIONS. APPLY FOR SIGN PERMITS, IF APPLICABLE.

OBTAIN ZONING PERMIT TO ESTABLISH BUSINESS. APPLY FOR BUSINESS LICENSE WITH REVENUE COLLECTIONS.