



Florence County
Planning Department
518 S. Irby Street
Florence, SC 29501
843-676-8600

Sketch Plan Checklist

FORM
SP-2025-11

YES <input type="checkbox"/> NO <input type="checkbox"/>	All filing fees have been submitted and paid.
YES <input type="checkbox"/> NO <input type="checkbox"/>	The Developer met with staff for a preliminary submittal meeting. If yes, on what date? _____
YES <input type="checkbox"/> NO <input type="checkbox"/>	One hard copy and one digital copy of the sketch plan has been submitted.
YES <input type="checkbox"/> NO <input type="checkbox"/>	The proposed use, lot dimensions, or any other applicable zoning standards meet the current zoning district or proposed zoning district.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Any necessary bufferyards are shown on the plan
YES <input type="checkbox"/> NO <input type="checkbox"/>	The plan is drawn on a scale not smaller than 100ft to 1in
YES <input type="checkbox"/> NO <input type="checkbox"/>	Plans are preferred to be submitted on sheets measuring 24x36 inches.
YES <input type="checkbox"/> NO <input type="checkbox"/>	If match lines are used, sheets must be no larger than 30x42 inches and one sheet must be included that shows the overall plan.
YES <input type="checkbox"/> NO <input type="checkbox"/>	The plan must also include a vicinity map at a scale not smaller than one mile to one inch showing the relationship of the proposed subdivision to the surrounding areas and development.
YES <input type="checkbox"/> NO <input type="checkbox"/>	The total acreage in the tract to be subdivided.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Proposed street arrangements, including any dimensional information such as rights-of-way widths, cul-de-sac lengths, curve radii, etc., that may be necessary to ensure that the geometric design of the street layout meets the intent of applicable codes and regulations.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Lots arrangements, including typical lot area and approximate number of lots.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Sufficient additional information (e.g., setbacks) to ensure conformance with the zoning ordinance.
YES <input type="checkbox"/> NO <input type="checkbox"/>	City or county boundary lines (if applicable).
YES <input type="checkbox"/> NO <input type="checkbox"/>	Existing and proposed uses of land throughout the subdivision.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Existing parcel boundaries and uses of land surrounding the proposed subdivision.
YES <input type="checkbox"/> NO <input type="checkbox"/>	The approximate location of existing and proposed utilities, including stormwater management facilities.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Location of any existing or proposed easements.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Contour lines at vertical intervals of not more than one foot. These contour lines should extend beyond the boundaries of the parcel by a minimum of 100 feet on all sides, or as necessary to show adjacent topography.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Proposed name of subdivision with name and address of contact person.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Deed record names of adjoining property owners of subdivision.
YES <input type="checkbox"/> NO <input type="checkbox"/>	In case of re-subdivision, a copy of existing plat with proposed re-subdivision superimposed thereon.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Location of all streams, lakes, swamps, as well as land subject to a one percent annual chance flood.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Location of existing adjoining property lines and buildings on the property to be subdivided.

YES <input type="checkbox"/> NO <input type="checkbox"/>	Location and rights-of-way of streets, roads, railroads, and utility lines either on or adjacent to the property to be subdivided. Specify whether utility lines are in easements or rights-of-way and show location of poles or towers.
YES <input type="checkbox"/> NO <input type="checkbox"/>	All plans must include a street section that shows the proposed layout of the road and all improvements to be included within the right-of-way.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Street Right-of-Ways and pavement width must comply with Sec. 28.6-75. Streets.
YES <input type="checkbox"/> NO <input type="checkbox"/>	When a proposed subdivision abuts upon or contains an existing or proposed major street, the Planning Commission shall ensure that the street layout provides an appropriate buffer zone in order to protect dwelling units, reduce the number of intersections with the major street, separate local and through traffic, or between developments. Requirements for these buffers can be found in Sec. 28.6-75. Streets (j).
YES <input type="checkbox"/> NO <input type="checkbox"/>	Sidewalks should be in accordance with section. Sec. 28.6-77. Sidewalks.
YES <input type="checkbox"/> NO <input type="checkbox"/>	If a traffic study is required, a copy of it must be submitted to staff for review.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Proposed street names must be submitted with plan along with a completed road naming application and all applicable fees.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Plan shall show the proposed location of all street trees and specify the type of tree. Trees shall be provided at minimum of one per lot with a maximum spacing of 60 ft.
YES <input type="checkbox"/> NO <input type="checkbox"/>	All wiring shall be placed underground, including but not limited to, electric, telephone, and internet wiring. This must be indicated on the sketch plan.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Street light location must be located on the plan and details of the type must also be listed in the plan's details.
YES <input type="checkbox"/> NO <input type="checkbox"/>	The plan must also indicate parking based upon the zoning code. This can be listed in the details, but lot diminishes must support the required number of required off street parking.
YES <input type="checkbox"/> NO <input type="checkbox"/>	Plan must include statement acknowledging Section 28.6-83 of the Florence County Code of Ordinances.

Note: While this is not a Florence County requirement, if you do not intend on installing a mail kiosk, please contact the local post master for further options.

This list consists of the requirements of Florence County Planning and Building. Other governing agencies may require additional details in order to ensure compliance of their regulations. While Florence County tries to create an environment of collaboration with other government agencies, it is ultimately the developer's responsibility to ensure compliance with other agencies having jurisdiction.

The third Tuesday of the previous month is the deadline for an item to be placed on the Planning Commission's agenda. To meet this deadline a sketch plan must first be considered "Agenda Approved." This approval is contingent on the completion of a Technical Review Committee Meeting and the resolution of all outstanding issues. Once these conditions are met, the item is considered "agenda approved," and a date is set for it to appear before the Planning Commission. Staff will then notify the applicant of the meeting date.

I hereby acknowledge that the submitted plans meets the above requirements and futher acknowledge that I have read and understand the above Sketch Plan Checklist.

Printed Name: _____ Date: _____

Signature: _____