

FLORENCE COUNTY SKETCH PLAN SUBMITTAL REQUIREMENTS

Applicant Name/Contact: _____ **Date:** _____

Proposed Subdivision Name: _____

Project Engineer: _____

Water: City / Well **Sewer:** City / DHEC **Storm Drainage:** City / County
(circle one) (circle one) (circle one)

Residential Development: _____ **Commercial Development:** _____

Current Tax Map Block & Parcel#: _____ **Zoning District:** _____

Property Owner's Name (as listed on tax records): _____

Total Acreage: _____

Total Number of Proposed Lots: _____ **Fees are due upon submittal of Plan** _____

Date Paid: _____

Please refer to Chapter 28.6 LAND DEVELOPMENT AND SUBDIVISION ORDINANCE - ARTICLE III PROCEDURES FOR SUBDIVISION PLAT APPROVAL – for procedures and processes of Subdivision Plat Approval.

SUBMITTAL CHECK-LIST (All Items Must be Completed)

The below bullets correspond with Chapter 28.6 LAND DEVELOPMENT AND SUBDIVISION ORDINANCE - ARTICLE IV SUBDIVISION PLAN/PLAT REQUIREMENTS – Sec. 28.6-47 Sketch Plan Submittal Requirements

(a) The sketch plan submittal, review, and approval process is intended to benefit the developer of a proposed project, and/or his agent, by providing an overview of the proposed development confirming that it meets the basic intent of these regulations prior to the preparation of a more formal and involved development plan submittal.

(b) Developers and their agents are encouraged to provide all pertinent information during the preliminary design phase of a project so that it may be determined if the general layout of the project meets the intent of this and any other applicable ordinances. The subdivider shall submit a sketch plan of the entire tract, even if his present plans call for the development of only a part of the property.

(c) The sketch plan shall be drawn at a scale not smaller than 100 feet to one inch. On large subdivisions, match lines shall be used, if necessary, on sheets no larger than 30" x 42". Sheets measuring 24" x 36" are preferred in order to conform with the final plat submittal requirements.

(d) The sketch plan shall include a vicinity map at a scale not smaller than one mile to one inch showing the relationship of the proposed subdivision to surrounding areas and development and a north arrow.

(e) Sketch plans shall be submitted in electronic format in addition to two hard copies.

(f) At a minimum, the sketch plan shall show:

- (1) The total acreage in the tract to be subdivided.
- (2) 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.
- (3) Lot arrangements, including typical lot area and approximate number of lots.
- (4) Sufficient additional information (e.g., setbacks) to ensure conformance with the zoning ordinance.
- (5) City or county boundary lines (if applicable).
- (6) Existing and proposed uses of land throughout the subdivision.
- (7) Existing parcel boundaries and uses of land surrounding the proposed subdivision.
- (8) The approximate location of existing and proposed utilities, including stormwater management facilities.
- (9) 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.
- (10) Proposed name of subdivision with name and address of contact person.
- (11) Deed record names of adjoining property owners of subdivision.
- (12) In case of re-subdivision, a copy of existing plat with proposed re-subdivision superimposed thereon.
- (13) Location of all streams, lakes, swamps, as well as land subject to a one percent annual chance flood.
- (14) Location of existing adjoining property lines and buildings on the property to be subdivided.
- (15) 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.

Please refer to the Florence County Ordinance for requirements of traffic studies and level of service information. (Sec. 28.6-47 Sketch Plan submittal requirements paragraphs (g) through (n)).

For time constraints regarding your development please refer to the South Carolina Code of Laws Chapter 29 Article 11 starting at Section 6-29-1510 through 1560.

DEVELOPMENT PLAN SUBMITTAL: Please refer to the Florence County Ordinance Sec. 28.6-48 for submittal procedures and requirements concerning development plans to include, but not limited to, sidewalks, trees & parking. The Ordinance can be found on the web at https://library.municode.com/sc/florence_county/codes/code_of_ordinances?nodeId=COOR_CH28.6LA_DESUOR. Contact Florence County Staff at 843-676-8600 for any questions.