

## **ARTICLE XVII. LAND DEVELOPMENT APPROVALS REQUIRED**

One or more of the following types of approvals shall be required for all land development activity in Dorchester County.

### **Section 17.1 Subdivisions by Type**

#### **17.1.1 Exempt Subdivision / Plat**

The following land development activities are included within the definition of a subdivision only for the purpose of requiring that the Planning Commission be informed and have a record of such, provided that all exempt subdivision plats conform to the submission requirements for exempt subdivisions in Subsection 18.2.1, in addition to applicable zoning regulations, of this Ordinance.

- (a) The combination or re-combination of portions of previously platted lots where the total number of lots is not increased and the resultant lots conform to the standards of the applicable zoning district.
- (b) The division of land into parcels of five (5) acres or more where no new street, whether private or public, is involved.
- (c) The combination and recombination of entire lots of record where no new street or change in existing streets involved.
- (d) Plats for the creation of cemetery plots.
- (e) The plat for recordation of a single pre-existing tract or lot, documented as such and signed by the preparer of the plat.
- (f) Estates being subdivided for the sole purpose of fulfilling the terms of a testate or intestate last will and testament and/or a directive of any court action, provided, however, there is no requirement that the County maintain any road right-of-way or drainage easement.
- (g) This section explicitly excludes any current lands or the subdivision of lands by and between family members unless development is planned for those lands as defined in 11.2.

### **17.1.2 Minor Subdivision**

- (a) A minor subdivision in Dorchester County shall include all divisions of a parcel of land into two (2) to ten (10) lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or building development, and includes all divisions of land involving a new street or change in existing streets provided that:
- (1) Each lot either meets the requirements of the South Carolina Department of Health and Environmental Control (DHEC) for acceptable on-site sanitary sewage and water systems (well and septic tank), or has direct access to public water and sewer service approved by the service provider; and
  - (2) All proposed parcels comply with all applicable standards of this Ordinance, including those of the applicable zoning district.
  - (3) When all government agencies are satisfied and have approved the plat, the Zoning Administrator will be authorized to approve.
- (b) The platting of individual lots from time to time shall not constitute an exempt or minor subdivision. Where the owner or developer has platted individually six (6) or more lots within a given twelve-month period from the same tract of land, the subdivision shall be deemed a major subdivision. The subdivider shall comply with the provisions of this Ordinance relating to the land development review and approval process for major subdivisions at such time as a sixth lot is proposed to be created by virtue of land subdivision.

### **17.1.3 Major Subdivision**

A major subdivision in Dorchester County shall include all divisions of land into more than ten (10) lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or building development, and includes all division of land involving a new street or change in existing streets. All utilities shall be placed underground in all residential developments.

**Section 17.2 Preliminary Plan**

- (a) Submission of a Preliminary Plan is the first step required in the major subdivision review process and minor subdivision with new streets; however, it typically follows the optional Sketch Plan review.
- (b) Review and approval of a Preliminary Plan:
  - (1) Minor Subdivisions: by the Zoning Administrator is required prior to installation of all infrastructure improvements.
  - (2) Major Subdivisions: by the Planning Commission is required prior to installation of all infrastructure improvements.
- (c) Preliminary plan approval provides an applicant eligibility to make application for a Land Disturbance Permit and Final Plat review.

**Section 17.3 Land Disturbance Permit**

Except as stated in subsection (c), a Land Disturbance Permit shall be obtained prior to any clearing, grubbing, or otherwise disturbing any land in Dorchester County.

- (a) An applicant that has secured Preliminary Plan approval is eligible to seek a Land Disturbance Permit to install infrastructure in locations designated on the approved plan.
- (b) A Land Disturbance Permit shall be required to clear an individual lot in anticipation of development.
- (c) Utility providers, timberers, farmers, and ranchers shall be exempt from requirement of a Land Disturbance Permit.
- (d) Receipt of a Land Disturbance Permit shall not relieve an applicant from seeking a Tree Removal Permit, where required.

**Section 17.4 Final Plat**

Review and approval of a Final Plat is required prior to the subdivision, transfer, sale, and development of any lots in the tract.

- (a) Final Plat approval shall not be applied for until the Preliminary Plan is approved and all infrastructure is installed or arrangements in accordance with this Ordinance are made for the installation of such.

- (b) Final Plat approval provides an applicant eligibility to make application for Land Disturbance and Zoning permits for each lot depicted in the approved plat.

### **Section 17.5 Zoning Permit**

Except as provided, a Zoning Permit is required prior to excavation, construction, redevelopment, increase in impervious surface, increase in number of dwelling units, or change in land use on a property to ensure that all applicable standards of this Ordinance will be adhered to during the development of a site.

- (a) The following development activities are exempt from requiring a Zoning Permit:
  - (1) Establishment of a driveway to an individually sited single-family detached home or manufactured home;
  - (2) Installation of streets and public utility lines and substations;
  - (3) Timber harvesting; and
  - (4) Conversion of land to passive green space.
- (b) Receipt of a Zoning Permit shall provide an applicant eligibility to seek a Building Permit.

### **Section 17.6 Site Development Plan**

- (a) Review and approval of a Site Development Plan shall be required prior to issuance of a Zoning Permit for the following:
  - (1) Any new development, redevelopment and property improvement that increases:
    - a. The number of parking spaces required per Section 13.4 by more than twenty-five percent (25%);
    - b. The area devoted to vehicular use; or
    - c. The gross floor area of buildings on a site.
  - (2) Any change in use to a more intensive use, as determined by the Planning Director, that results in changes to the buildings, parking, and circulation on the property, requires additional landscaping or buffering, or that would effect an increase in any applicable zoning standards.
- (b) The following development activities shall be exempt from Site Development Plan approval, provided the site plat submitted in conjunction with application for a Building

Permit depicts setbacks from all property lines within two hundred feet (200') of the proposed footprint:

- (1) The placement of a manufactured housing unit as the sole dwelling unit on the property in question;
- (2) Construction of a single-family home as the primary dwelling unit on the property in question; and
- (3) Construction of accessory structures that are allowed by right with single-family dwelling units and fee-simple individually sited manufactured homes or were reviewed and approved on a pre-existing Site Development Plan.

### **Section 17.7 Traffic Impact Analysis**

- (a) A Traffic Impact Analysis (TIA) shall be required for:
  - (1) All Major Subdivisions; and
  - (2) Any multi-family or non-residential development activity that would generate more than fifty (50) trips during a peak hour, or generate more than five hundred (500) trips during any single day.
  - (3) Change of use: A new TIA will be required if the new use would generate traffic beyond the 50 trips during peak hour threshold.
- (b) Where applicable, review and approval of a traffic study shall be required for consideration of a zoning map amendment, prior to Preliminary Plan approval, or prior to the issuance of a Zoning Permit.
- (c) The Planning Director may waive this requirement in the event that a proposed development is a component of a larger development for which a Traffic Study has previously been performed and the Planning Director is reasonably sure that the results of a subsequent study would duplicate prior findings.

### **17.8 Impact Analysis**

- (a) An Impact Analysis (IA) shall be required for:
  - (1) Residential rezonings containing over 25 acres highground
- (b) Where applicable, review and approval of an Impact Analysis shall be required for consideration of a zoning map amendment.

**Section 17.9 Building Permit**

Unless expressly exempted by the County Ordinance adopting standard building codes or by the codes themselves, a Building Permit shall be obtained from the Dorchester County Department of Planning and Codes Enforcement before the construction or installation of any building or structure.

**Section 17.10 Certificate of Occupancy**

A Certificate of Occupancy must be obtained before the use or occupancy of a building, structure, or lot for which a Zoning or Building Permit is required.

**ARTICLE XVIII. LAND DEVELOPMENT APPLICATION,  
REVIEW, AND APPROVAL PROCESSES**

The following steps describe the procedures for obtaining required land development approvals in Dorchester County.

**Section 18.1 General Procedures in Land Development**

**18.1.1 Pre-application Conference**

- (a) All applicants for land development approvals are encouraged to schedule a pre-application meeting before the submittal of an application. This meeting is intended to offer the departments of Planning and Codes Enforcement, Public Works, and other affected agencies an opportunity to familiarize an applicant with the application process, submittal requirements, development standards and other requirements before finalizing a development proposal. Applicants shall be responsible for scheduling the pre-application conference with the Planning Director, who shall be responsible for contacting the Public Works Director and other affected agencies.
- (b) Applicants are encouraged to bring a completed Sketch Plan to the conference, the requirements for which are provided in Section 19.1 of this Ordinance.
- (c) In the event of a Major Subdivision, a pre-application conference and Sketch Plan shall be required, unless such requirements are waived by the Planning Director for preliminary plan approval of a phase of an approved planned development.

**18.1.2 Application**

- (a) Application forms for all permits and reviews required herein shall be available at the Department of Planning and Codes Enforcement.
- (b) All completed applications and materials required to accompany such applications shall be submitted to the same during regular business hours.

**18.1.3 Issuance and Expiration of Permits**

- (a) Approved permit(s) shall be valid for one (1) year from the date of issuance, unless otherwise noted on the permit.
- (b) Expiration of a permit shall require an interested party to reapply prior to commencement or continuance of development, unless the County has issued the permit for a subsequent stage in the land development review and approval

process. (E.g. a valid Building Permit shall be deemed to authorize the applicant to continue development one year after the issuance of a Zoning Permit.)

#### **18.1.4 Posting of Permits on Properties approved for Development**

Copies of all permits issued by the Department of Planning and Codes Enforcement shall be posted by the applicant for such permit at the approved development site.

- (a) The permit(s) shall be posted at the edge of the tract being developed along the open public right-of-way. One copy shall be posted at each point of access to the property, including construction access as well as proposed driveways and crash gates.
- (b) The permit(s) shall be posted in unobstructed view of the public, generally between thirty and sixty inches (30"-60") above grade.
- (c) The permit(s) shall be posted until it expires or until all activities approved by the issuance of the permit are completed.

#### **18.1.5 Inspections**

- (a) Application for and/or receipt of a permit or plan approval as provided for in this Ordinance shall authorize County, State, and federal officials and inspectors to access the site of proposed development to ensure that the provisions of the permit or plan are executed as approved.
- (b) Satisfactory inspection of the development may be required during any step of the land development review and approval process prior to the initiation of the next step.

### **Section 18.2 Subdivisions / Plats – Submittal, Review, and Approval**

All proposals to alter and/or abandon the boundaries of property shall undergo one of the following three processes. Initiation of one of the three processes shall not relieve the applicant from meeting the requirements of a more restrictive process if revisions in the proposal are made necessary by the Planning Commission or the Planning Director, in accordance with this Ordinance, or are performed by the applicant. Furthermore, revisions may cause the proposal to return to an earlier step of the process, if deemed necessary by the Planning Commission.

#### **18.2.1 Exempt Subdivision / Plat**

- (a) Plats that meet the standards set forth for Final Plat approval shall be submitted and reviewed to ensure that all lots resulting from subdivision meet all requirements of the applicable zoning district. The applicant shall prepare a plat in accordance with the standards in Section 19.3 and submit four (4) copies of



the Final Plat to the Planning Director, for review and approval, together with a completed application for Exempt Subdivision / Plat.

- (b) The Planning Director shall take one of the following actions within fifteen (15) days:
  - (1) Notify the applicant of any additions or revisions that may be necessary to comply with the standards of this Ordinance; or
  - (2) Notify the applicant to submit a minimum of four (4) copies and an electronic data file of the Final Plat, approve the plat, indicated by his signature, date, and stamp, "Received as Information".
- (c) Upon approval, one (1) copy of the approved plat shall be retained by the department of Planning and Codes Enforcement, and all remaining copies shall be returned to the applicant for recordation.

### **18.2.2 Minor Subdivision**

#### **(1) Preliminary Plan**

- (a) For Minor Subdivisions with new streets, the applicant shall prepare a Preliminary Plan of the proposed subdivision in accordance with the standards in Section 19.2 of this Ordinance and submit four (4) copies to the Planning Director for review and approval, together with a completed application for Minor Subdivision review and approval.
- (b) One (1) copy of the Preliminary Plan submittal acted upon shall be retained by each agency affected by the proposed subdivision and the remaining copies returned to the applicant.
- (c) Preliminary Plan approval shall expire unless installation of approved infrastructure is complete or arrangements for the same are made in accordance with Articles XXIII and XXIV of this Ordinance. The Final Plat of all or a portion of the subdivision shall be submitted for review and approval, provided, however, that the one (1) year of the date of the Preliminary Plan approval, provided that the Planning Director may waive this requirement and consent to an extensions of the said time period, or Preliminary Plan approval shall expire.
- (d) Approval of the Preliminary Plan does not constitute final approval. Preliminary Plan approval shall be the authorization for the applicant to proceed with preparation of the Final Plat, but shall not authorize the marketing or sale or transfer of lots.

#### **(2) Final Plat**

- (a) For Minor Subdivisions with new streets, compliance to Section 23 and Section 24 is required.
- (b) The applicant shall prepare a Final Plat of the proposed subdivision in accordance with the standards in Section 19.3 of this Ordinance and submit four (4) copies and an electronic data file to the Planning Director for review and approval, together with a completed application for Minor Subdivision review and approval.
- (c) If lots in the proposed subdivision will utilize on-site sanitary disposal systems, the developer shall obtain and submit verification from the Department of Health and Environmental Control (DHEC) that all lots resulting from the subdivision are capable of being served by on-site systems and are not required to use public services. Such approval shall be also noted upon the Plat.

- (d) The Planning Director or his designee shall take one of the following actions within fifteen (15) days:
  - (1) Notify the applicant of any additions or revisions that may be necessary to comply with the standards of this Ordinance; or
  - (2) Notify the applicant to submit a minimum of three (3) copies and an electronic data file of the Final Plat approve the plat, indicated by his signature, date, stamp and seal.
- (e) Upon approval, one (1) paper original of the approved plat and the electronic data file shall be retained by the Department of Planning and Codes Enforcement, and all remaining copies shall be returned to the applicant for recordation.

### **18.2.3 Major Subdivision**

The submittal, review, and approval process for Major Subdivisions in Dorchester County contains four required phases: (1) Pre-application Conference with Sketch Plan submittal and review; (2) Preliminary Plan submittal, review and approval; (3) Final Plat submittal, review and approval; and (4) Recordation of the approved Final Plat. Each phase of the process shall be completed prior to the initiation of the next phase.

#### **(a) Pre-application**

- (1) The applicant shall arrange to attend a Pre-application Conference, as set forth in Section 18.1.1, above.
- (2) At the conference, the applicant shall submit a Sketch Plan to the Planning Director for review.
- (3) At that time, the Planning Director shall notify the applicant of any additions or revisions that will be necessary to review the proposed development for compliance with the standards of this Ordinance.

#### **(b) Preliminary Plan**

- (1) The applicant shall submit the following materials, together with a completed application form for Preliminary Plan review, for review and approval by the Planning Commission.
  - a. The applicant shall prepare a Preliminary Plan of the proposed subdivision in accordance with the standards in Section 19.2 of this Ordinance and submit three (3) copies to the Department of Planning and Codes Enforcement.

- b. As required under Section 17.7, the applicant shall submit findings from a completed Traffic Study to the Planning Director.
  - c. The applicant shall submit documentation necessary for review and approval of proposed right-of-way encroachments, water provision and sewerage, stormwater drainage, sedimentation and erosion control, and any other plans and permits required in conjunction with development under this Ordinance.
- (2) The applicant shall be responsible to deliver the required materials for Preliminary Plan review to each regulatory agency that will be affected by the proposed development. Each agency shall then have thirty (30) days in which to review the proposed development for consistency with its standards and the standards of this Ordinance. Each agency shall be responsible for referring comments regarding such consistency to the Planning Director. The Planning Director shall compile these comments, together with his comments regarding conformity with this Ordinance, into a staff report and recommendation to the Planning Commission for its consideration. The development proposal shall be scheduled by the Planning Director for Preliminary Plan review by the Planning Commission within sixty (60) days of submittal of all required materials to the appropriate agencies.
- (3) The Planning Commission shall approve, approve conditionally, or disapprove the Preliminary Plan.
- a. If a Preliminary Plan is disapproved or approved conditionally, the reasons for such action shall be stated in writing and signed by the Chairperson of the Planning Commission or the Planning Director. A copy of this correspondence shall be retained in the records of the Planning Commission, and the original shall be mailed to the applicant's address, as shown on the application for Preliminary Plan review, within ten (10) days of the decision. Upon disapproval, the applicant shall be required to resubmit for Preliminary Plan review with documentation of all recommended additions and changes necessary to ensure compliance with the standards of this Ordinance before Preliminary Plan approval. The applicant may return to the Planning Commission with a Preliminary Plan previously approved conditionally and seek full approval of the same with Final Plat approval, which may be granted at the sole discretion of the Planning Commission.
  - b. If a Preliminary Plan and all required supplemental materials are found to conform to all the requirements of this Ordinance, the Planning Commission shall grant Preliminary Plan approval and this "Preliminary Plan Approval" shall be stamped, dated, and signed on all submitted copies of the Preliminary Plan. A permanent record of this approval shall be recorded in the minutes of the Planning Commission.

- (4) One (1) copy of the Preliminary Plan submittal acted upon shall be retained by each agency affected by the proposed subdivision and the remaining copies returned to the applicant.
- (5) Preliminary Plan approval shall expire unless installation of approved infrastructure is complete or arrangements for the same are made in accordance with Articles XXIII and XXIV of this Ordinance. The Final Plat of all or a portion of the subdivision shall be submitted for review and approval within one (1) year of the date of Preliminary Plan approval, provided, however, that the Planning Commission **may** waive this requirement and consent to an extension of said time period, or Preliminary Plan approval shall expire.
- (6) Approval of the Preliminary Plan does not constitute final approval. Preliminary Plan approval shall be the authorization for the applicant to proceed with preparation of the Final Plat, but shall not authorize the marketing or sale or other transfer of lots.

**(c) Land Disturbance Permit**

In order to install infrastructure in accordance with Preliminary Plan approval, the applicant shall be required to seek a Land Disturbance Permit.

- (1) In review of the application for a Land Disturbance Permit, the Planning Director, or his assign, shall ensure that the appropriate measures are taken to uphold provisions of this Ordinance, including protection of trees and wetlands, where required, as well as the intent of the approved Preliminary Plan.
- (2) Receipt of a Land Disturbance Permit shall in no way relieve the applicant from federal, State, or other County requirements that affect the development of land and its effects on environmental resources.
- (3) If approved, the Land Disturbance Permit shall be valid for a period mutually agreed upon by the applicant and the Planning Director, which shall in no event exceed the expiration of Preliminary Plan approval.

**(d) Final Plat**

- (1) An applicant shall submit the following materials, together with the completed application for Final Plat review and approval.
  - a. A Final Plat of the proposed subdivision, prepared in accord with the standards in Section 19.3 of this Ordinance, and seven (7) copies of such.
  - b. A copy of existing and proposed deed restrictions and covenants affecting current owners and future buyers, including joint ownership and maintenance of common areas and infrastructure, where applicable.
  - c. If the event of conditional Preliminary Plan approval, the applicant shall submit a Preliminary Plan revised to meet all of the conditions required by the Planning Commission. Additionally, a revised Preliminary Plan shall be submitted to illustrate all changes on or adjacent to the site occurring between Preliminary Plan approval and Final Plat submission, the effect of which would be to alter the Preliminary Plan and impact the development proposal.
  - d. The applicant shall submit copies of all federal, State, and County-approved permits and plans necessary to implement the proposed development as required under this Ordinance and State and federal law, including but not limited to encroachment, private sewage treatment, public water and sewer, stormwater drainage, and sedimentation and erosion control.
- (2) The Final Plat shall conform in all respects to the Preliminary Plan, as previously approved by the Planning Commission, except that it shall incorporate all revisions required by the Planning Commission in its review of the Preliminary Plan. The applicant shall be required to illustrate all changes adjacent to the site occurring between Preliminary Plan approval and Final Plat submission that alter the Final Plat and impact the development proposal (e.g., road and right-of-way widening for turn lanes).
- (3) The applicant shall be required to illustrate all changes to the proposed development, the effect of which would be to deviate from the Preliminary Plan. If sufficiently minor, a field change may be allowed by the Planning Director, which would be required to be reflected in Final Plat only, with no requirement of resubmitting for Preliminary Plan review and approval.
  - a. A field change is a minor deviation from the approved Preliminary Plan that upholds the intent of the original proposal and the intent of this and all County ordinances. A field change shall be made necessary only by unforeseen conditions inherent to the site that prevent or unduly inhibit development, as reviewed and approved by the Planning Director.

- b. A field change shall be required to obtain approval by the Planning Director as well as all agencies affected by the change.
- c. A field change shall be reviewed and approved or disapproved within thirty (30) days of a written request by the developer seeking permission for the change.

The Planning Director may defer review and approval of the field change to the Planning Commission, in which case the developer shall resubmit for Preliminary Plan review and approval, which may in this instance, at the discretion of the Planning Commission, be eligible for approval simultaneously with the Final Plat.

- (4) The applicant shall be responsible to deliver the required materials for Final Plat review to the Department of Planning and Zoning, which shall then have forty-five (45) days in which to review the proposed development for consistency with the approved Preliminary Plan and the standards of this Ordinance.
- (5) The Planning Director shall either approve or disapprove the Final Plat.
  - a. If all standards for Final Plat review are satisfied and the Final Plat and all supplementary data comply with all applicable requirements of the County, the Planning Director shall approve said Plat and “Final Plat Approval” shall be stamped, dated, and signed on each copy of the Final Plat.
  - b. If the Final Plat is disapproved, the reasons for such action shall be cited in writing and signed by the Planning Director, or his/her designee.
- (6) One (1) copy of the Final Plat submission acted upon shall be retained by the Department of Planning and Zoning and the remaining copies returned to the applicant.
- (7) Final Plat approval shall not constitute acceptance by County Council of any streets, public ways, infrastructure, or any maintenance thereof. Maintenance and dedication shall be as provided for in Articles XXIII and XXIV of this Ordinance.

**(e) Plat Recordation**

- (1) All plats, as provided for in this Article, shall bear the stamp, indicating exemption or approval, together with the date of action and signature of the Planning Director. No plat shall be recorded without such information.
- (2) After the plat has been processed by the Planning Director, the copies of the Plat will be returned to the applicant, who shall be responsible for recording

the plat in the Office of the Register Mesne Conveyance (RMC) of  
Dorchester County.

- (3) Plats shall be recorded within twelve (12) months of approval or the action  
of the Planning Director shall be null and void.



**Section 18.3 Appeals**

- (a) Any party of interest in a decision of the Planning Director regarding administrative approval of subdivision plats may appeal the decision to the Planning Commission within thirty (30) days of the decision. The Planning Commission shall take action on the appeal within sixty (60) days of the decision appealed.
- (1) In exercising the appeal power, the Planning Commission may reverse or affirm, wholly or partly, or may modify the decision being appealed.
  - (2) The Planning Commission's decision shall be on the record; it shall consider only the facts of the original application, plans or related project materials and the issues raised by the appeal.
  - (3) In acting on the appeal, the Planning Commission shall presume the correctness of the Planning Director's decision, which places the burden of persuasion of error on the appellant.
  - (4) An appeal shall be sustained only if the Planning Commission has found an error in the decision of the Planning Director. At least two thirds (2/3) of the members present and voting shall be required to reverse a decision of the Planning Director.
- (b) Any party with substantial interest in a decision of the Planning Commission regarding any land development application, or any officer, board, or bureau of the County, may appeal the Planning Commission's decision to the Circuit Court of Dorchester County. Appellants shall file with the Clerk of Court a written petition that clearly states how the decision of the Planning Commission is contrary to law. The appeal shall be filed within thirty (30) calendar days after the notice from the Planning Commission.

**Section 18.4 Traffic Impact Analysis**

- (A) All developments shall have a Traffic Impact Analysis, based on Section 17.7, performed by an on-call consultant hired by Dorchester County at the expense of the applicant. This analysis shall be undertaken to ensure that access to all proposed developments and subdivisions is accomplished in a safe manner.
- (1) The standards in the South Carolina Department of Transportation's Access and Roadside Management Standards Manual shall serve as a guide for this Analysis, which shall include identification of the following:
    - (a) Access improvements that the applicant must install at his or her expense, such as deceleration lanes.
    - (b) The location of any curb cuts based on, but not limited to sight distances, existing roadway infrastructure, opposing driveways locations and shared access.
    - (c) Requirements for adequate driveway design, including but not limited to, turning radius and throat length.
  - (2) The access requirements approved by the County Engineer or designee shall be incorporated on development or subdivision plans prior to their approval.
  - (3) If an applicant is required to provide site-related traffic improvements, the cost of implementing such improvements shall be borne by the applicant and no such costs shall be eligible for a credit or offset from any transportation impact fees.
- (B) Traffic Impact Analysis Plan Preparation
- (1) The TIA shall be conducted by an engineer registered in South Carolina that is experienced in the conduct of traffic analysis, whom is one of the consultants the County has previously selected for on-call traffic study services.
  - (2) Prior to beginning the traffic impact analysis plan, the applicant shall supply the County with the following:
    - (a) A written narrative describing the proposed land use(s), size and projected opening date of the project and all subsequent phases;
    - (b) A site location map showing surrounding development within a one-half mile of the property under development consideration; and
    - (c) A proposed site plan or preliminary subdivision plat illustrating access to public or private roads and connectivity to other contiguous developments.
  - (3) The County will rely upon the most current edition ITE trip generation manual or any alternative acceptable to the County, and available information on land use,

travel patterns and traffic conditions. After consulting with the SCDOT, the County Engineer or designee will supply to the County's on-call consultant, the parameters to be followed in the study including the directional split of driveway traffic, trip distribution, background traffic growth rate, previously approved but not completed projects and the intersections to be analyzed along with any associated turning movement counts which are available or discussed and approved by the County.

- (4) After determination of the TIA's scope of services, the applicant shall provide a cost estimate of such services to the County for review and concurrence, The applicant shall provide an amount equal to the estimate to the County Engineer or designee, who will deposit the amount in an escrow or special account set up for this purpose before the consultant's services are obtained. Any funds not used shall be returned to the applicant in a timely manner without interest.
- (5) Additional fees for the TIA may be required if: the applicant substantially amends the application; additional meetings involving the consultant are requested by the applicant; the consultant's appearance is requested at Planning Commission or County Council meetings beyond what was initially anticipated; or the consultant's attendance is required at meetings with regional, state, or federal agencies or boards which were not anticipated in the earlier scope of services. The applicant must reimburse the County for these costs prior to the development plan or plat approval.

(C) Plan Contents

- (1) All phases of a development are subject to review, and all traffic plans for the entire development shall be integrated with the overall traffic analysis. A traffic impact analysis plan for a specific phase of development shall be applicable to the phase of development under immediate review. However, each phase of development shall expand and provide detailed analysis at the development plan stage beyond the estimates provided for at the concept plan or master plan stage.
- (2) Efficient traffic operations, safety and pedestrian accessibility are to be considered in the development plan. The adequacy of the roads to which the development takes access shall be assessed in the TIA. Recommendations for improvements shall be made where operational or safety concerns exist and installation of these improvements shall be required as a condition of any approval from the County. The relative share of the capacity improvements needed shall be broken down as follows: development share, other developments share, any existing over capacity, and capacity available for future growth.
- (3) The following elements shall be included in a traffic impact analysis plan:
  - (a) Study Area - Description of the study area including surrounding land uses and expected development in the vicinity that would influence future traffic conditions. The study area shall include the intersections immediately adjacent to the development and those identified by the County Engineer. These intersections may include those not immediately adjacent to the development if

significant site traffic could be expected to impact the intersection. If intersections impacted by the development are within a coordinated traffic signal system, then the entire system shall be analyzed. If the signal system is very large, a portion of the system may be analyzed if approved by the County Engineer and SCDOT. A study area site map showing the site location is required.

- (b) Proposed Land Use - Description of the current and proposed land use including characteristics such as the number and type of dwelling units, gross and leasable floor area, number of employees, accompanied with a complete project site plan (with buildings identified as to proposed use). A schedule for construction of the development and proposed development stages should also be included.
- (c) Existing Conditions - Description of existing traffic conditions including existing peak-hour traffic volumes adjacent to the site and levels of service for intersections in the vicinity, which are expected to be impacted. Existing traffic signal timings should be used. In general, AM and PM peak hour counts should be used, but on occasion other peak periods may need to be counted as determined by the County Engineer or designee. In some cases, pedestrian counts will be required. Data should be adjusted for daily and seasonal variations. Existing counts may be used if taken within 12 months of the submittal of the TIS. In most cases, counts should be taken when school is in session unless otherwise determined by the County Engineer or designee. Other information that may be required may include, but not limited to, crash data, stopping sight distances, and 50th and 85th percentile speeds.
- (d) Future Background Growth - Estimate of future background traffic growth. If the planned completion date for the project or the last phase of the project is beyond 1 year of the study an estimate of background traffic growth for the adjacent street network shall be made and included in the analysis. In general, the growth factor will be determined from local or statewide data. Also included, is the state, local, or private transportation improvement projects in the project study area that will be underway in the build-out year and traffic that is generated by other proposed developments in the study area.
- (e) Estimate of trip generation - The site forecasted trips should be based on the most recent edition of the ITE Trip Generation Manual. A table should be provided in the report outlining the categories and quantities of land uses, with the corresponding trip generation rates or equations, and the resulting number of trips. The reason for using the rate or equation should be documented. For large developments that will have multiple phases, the table should be divided based on the trip generation for each phase. Any reductions due to internal trip capture and pass-by trips, transit use, and transportation demand management should be justified and documented. All trip generation and trip reduction calculations and supporting documentation shall be included in the report appendix.

- (f) Trip Distribution and Traffic Assignment - The distribution (inbound versus outbound, left turn versus right turn) of the estimated trip generation to the adjacent street network and nearby intersections shall be included in the report and the basis should be explained. The distribution percentages with the corresponding volumes should be provided in a graphical format.
  - (g) Analysis and Estimate of Impact - A capacity analysis should be performed at each of the study intersections and access intersection locations (signalized and unsignalized) in the vicinity of the development. Intersection analysis shall include LOS determination for all approaches and movements. The levels of service will be based on the procedures in the latest edition of Transportation Research Board's Highway Capacity Manual. Coordination analysis will be required for the signal systems or portion of the signal systems analyzed.
  - (h) Access Management Standards - The report shall include a map and description of the proposed access including any sight distance limitations, adjacent driveways and intersections, and a demonstration that the number of driveways proposed is the fewest necessary and that they provide safe and efficient traffic operations.
  - (i) Traffic signalization: If a traffic signal is being proposed, a signal warrant analysis shall be included in the study. The approval of a traffic signal on projected volumes may be deferred until volumes meet warrants given in the MUTCD, in which the developer shall provide funds for the future signal(s) to the County to deposit in an escrow or special account set up for this purpose. The developer should make any laneage improvements during construction so that if in the horizon year a signal is warranted, one may be installed with little impact to the intersection.
  - (j) Mitigation and alternatives - The traffic impact study should include proposed improvements or access management techniques that will mitigate any significant changes in the levels of service. The County Engineer will be responsible for final determination of mitigation improvements required to be constructed by the applicant.
- (D) Traffic Impact Analysis Plan Review: The County Engineer or designee shall review all traffic impact analysis plans as part of the initial approval for the concept plan or master plan. Final traffic impact analysis plans shall be approved at the development plan phase.
- (E) Action on Traffic Impact Analysis Plan: The County Engineer or designee must first approve the TIA in regard to completeness and accuracy. Following review of the required impact analysis plan, County Engineer or designee shall recommend action as follows:
- (1) Approval of the traffic impact analysis as submitted;

- (2) Approval of the traffic impact analysis plan with conditions or modifications as part of the development review and approval process. An acceptable traffic impact analysis plan with traffic mitigation measures may include the reduction of the density or intensity of the proposed development; phasing of the proposed development to coincide with state and/or county programmed transportation improvements; applicant provided transportation improvements; fees in lieu of construction, or any other reasonable measures to ensure that the adopted traffic service level goals are met. If mitigation is required, it shall be required as a condition of any approval from the County.
- (F) Timing of Implementation: If traffic mitigation improvements are part of an approved traffic impact analysis plan, the improvements shall be completed prior to Final Plat approval for major subdivisions, or CO issuance for multi-family and non-residential projects. Off-site improvements must be made in accordance with an approved Traffic Study or as required by the County Engineer. The County Engineer may use his/her best engineering judgement to determine the most effective solution.
- (G) Responsibility for Costs of Improvements: The costs of implementation of an approved mitigation program shall be the responsibility of the applicant. No certificates of zoning compliance or building permits shall be issued unless provisions of the transportation impact analysis are met.
- (H) Traffic Goals: The average stop time delay in seconds per vehicle for each intersection determined to be critical to the traffic impact analysis for the proposed development shall be compared to the County's adopted traffic service level goal of "D" for the average delay for all vehicles at any intersection and all movements and approaches to the intersection during the a.m. and p.m. peak hours. Improvements must ensure that the level of service at final buildout, meets or exceeds the level of service at time of approval of the TIA.
- (I) Function and Safety Improvements: The County Engineer or designee may require improvements to mitigate and improve the safety and function of multiple transportation modes the site traffic may impact. These improvements may not be identified in the TIA, but improvements to benefit the function and safety of the transportation system of the development site. These improvements may include but are not limited to center medians, sidewalks and/or bicycle accommodations, modifications to ingress and egress points, roadside shoulders, pavement markings, traffic calming and other traffic control devices.

### **Section 18.5 Impact Analysis**

An Impact Analysis, where required per Section 17.8, shall be performed to evaluate the county's ability to serve new residential development taking into consideration the following:

- (a) **Capital Facilities.** Existing and future capital improvements and equipment for governmental services such as fire, EMS, law enforcement, road capacity, public parks, libraries, stormwater, public utilities such as water and sewer, and any other capital improvements deemed necessary by Planning and Zoning staff in consultation with any other County Department it deems necessary.
- (b) **Operational**
  - (1) Future maintenance costs of all capital improvements required from development that will be turned over for public maintenance and equipment necessary to serve development.
  - (2) Future governmental staff costs associated with serving the development.
- (c) **Responsibility for Payment.** The applicant shall be responsible for the cost of such Impact Analysis and shall pay for the same directly to the consultant engaged by the County for such purpose.

## **Section 18.6 Site Development**

### **18.6.1 Site Development Plan**

- (a) An applicant shall submit the following materials, together with a completed application form for Site Development Plan review, for administrative review and approval by the Planning Director to the Department of Planning and Codes Enforcement.
  - (1) Three (3) copies of a Site Development Plan of the proposed land development in accordance with the standards in Section 19.5 of this Ordinance.
  - (2) As required under Section 17.7, the applicant shall submit findings from a completed Traffic Study to the Planning Director.
  - (3) The applicant shall submit documentation necessary for review and approval of proposed right-of-way encroachments, water provision and sewerage, stormwater drainage, sedimentation and erosion control, and any other plans and permits required in conjunction with development under this Ordinance.
- (b) The applicant shall be responsible to deliver the required materials for Site Development Plan review to each regulatory agency that will be affected by the proposed development. Each agency shall then have thirty (30) days in which to review the proposed development for consistency with its standards and the standards of this Ordinance. Each agency shall be responsible for referring comments regarding such consistency to the Planning Director.

- (c) The Planning Director shall compile these comments, together with his comments regarding conformity with this Ordinance and take one of the following actions within fifteen (15) days:
  - (1) Notify the applicant of any additions or revisions that may be necessary to comply with the standards of this Ordinance; or
  - (2) Approve the plan, indicated by his signature, date, and stamp.
- (d) Upon approval, one (1) copy of the approved site development plan shall be retained by all affected agencies, including the Department of Planning and Codes Enforcement.

### **18.6.2 Land Disturbance Permit**

- (a) A Land Disturbance Permit shall be required to clear one or more individual lots or tracts in anticipation of marketing and/or development. Prior receipt of a Land Disturbance Permit to install infrastructure with an approved Preliminary Plan shall neither relieve the developer of nor conflict with the following requirements. The intent of requiring the Land Disturbance Permit shall be to ensure that the County's natural resources are adequately protected from potential negative impacts of development of a lot or tract of land.
- (b) The Land Disturbance Permit may be acquired simultaneously with a Zoning Permit or in advance of it. If application for a Land Disturbance Permit is made independently, an Environmental Resources Survey in accordance with Section 19.4 shall accompany the completed application, otherwise, an approved Site Development Plan shall suffice.
  - (1) The presence of trees protected by the County shall require the applicant to achieve all standards for tree and canopy protection, as set forth in Section 12.4.
  - (2) The applicant should note that the later proposal of primary and accessory land uses that require nuisance buffering per Section 13.2 might be satisfied by the retention of natural vegetation.
- (c) In review of the application for a Land Disturbance Permit, the Zoning Administrator, or his assign, shall ensure that the appropriate measures are taken to uphold provisions of this Ordinance, including protection of trees and wetlands, where required. The Zoning Administrator shall have three (3) business days in which to review and act on the application.
  - (1) If the application for Land Disturbance Permit and subsequent on-site environmental protection measures meet or exceed the requirements of this Ordinance, the Zoning Administrator shall issue the permit.



- (2) If the application is denied, the reasons for denial shall be put in writing, signed by the Zoning Administrator, and mailed to the applicant at the address that appears on the application.
- (d) Receipt of a Land Disturbance Permit shall in no way relieve the applicant from Federal, State, or other County requirements that affect the development of land and its effects on environmental resources.
- (e) The applicant shall take appropriate on-site measures to ensure environmental protection, including meeting the standards of OCRM and/or the US Army Corps of Engineers for wetlands delineation and on-site protection and marking of protected trees in accordance with Section 12.4 or any State or federal requirements regarding erosion and sedimentation.

### **Section 18.7 Zoning Permit**

- (a) The applicant shall submit copies of all federal, State, and County approved permits and plans necessary to implement the proposed development as required under this Ordinance and State and federal law, including but not limited to encroachment, private sewage treatment, public water and sewer, stormwater drainage, and sedimentation and erosion control. Where applicable, a Site Development Plan and a Traffic Study, per Section 17.5, shall be submitted with the completed application.
- (b) In review of the application for a Zoning Permit, the Zoning Administrator, or his assign, shall ensure that the appropriate measures are taken to uphold provisions of this Ordinance. The period for review shall not exceed three (3) business days.
  - (1) If the application for Zoning Permit and subsequent on-site preparation measures meet or exceed the requirements of this Ordinance, the Zoning Administrator shall issue the permit.
  - (2) If the application is denied, the reasons for denial shall be put in writing, signed by the Zoning Administrator, and mailed to the applicant at the address that appears on the application.

### **Section 18.8 Building Permit**

- (a) The applicant shall submit all documentation of proposed buildings and structures, as required by the current building codes adopted and amended by Council, together with a completed application for Building Permit. The applicant shall attach a copy of an approved Site Development Plan, if such is required per Section 17.4.
- (b) A Zoning Permit and Building Permit may be sought simultaneously, provided that the Building Permit shall not be issued in advance of the Zoning Permit.

- (c) The review and approval and time frames for the same shall be in accordance with the current building codes as adopted and amended by County Council.
  - (1) If the application for Building Permit meets or exceeds the requirements of the current building codes as adopted and amended by County Council, the Building Official shall issue the permit.
  - (2) If the application is denied, the reasons for denial shall be put in writing, signed by the Building Official, and mailed to the applicant at the address that appears on the application.
- (d) Approved construction shall begin within twelve (12) months of issuance of the Building Permit for the same.
- (e) Approved construction shall be completed within two (2) years of issuance of the Building Permit for the same; however, upon written request to the Building Official, this time limit may be extended due to the size of the project or unforeseen circumstances, such as unusually inclement weather or conditions inherent to the site. If approved by the Building Official, the time frame shall be extended by a mutually agreed upon length of time deemed necessary by the Official to complete the project.

**Section 18.9 Certificate of Occupancy**

- (a) A Certificate of Occupancy shall be required prior to the occupation or use of any land or structure for which Zoning and/or Building permits have been issued and required prior to the initiation of any public utility service, except for those temporary services needed for development, as approved by the Building Official.
- (b) A Certificate of Occupancy shall not be issued until all requirements of this Ordinance and the current building codes, as adopted and amended by Council, are complied with to the satisfaction of the Zoning Administrator and Building Official, who shall be authorized to perform any and all inspections necessary to ensure that such compliance exists.
- (c) Notwithstanding the above provision, the issuance of a Certificate of Occupancy shall in no way relieve the applicant from meeting the standards of this Ordinance and the building codes, as required for all applicable permits under the land development review and approval process.
- (d) The applicant shall submit, together with the application for Certificate of Occupancy, a final Site Development Plan, where such is required per Section 17.6, that reflects any changes that were proposed during development, approved by the Zoning Administrator.

- (e) In the absence of a Site Development Plan, the applicant shall submit, together with the application for Certificate of Occupancy, Record Drawings, in compliance with Section 19.7.
- (f) The Zoning Administrator shall have five (5) business days in which to review and act on the application for Certificate of Occupancy.
  - (1) If the application and development to which it applies meets or exceeds the requirements of the current building codes as adopted and amended by County Council and this Ordinance, the Zoning Administrator shall issue the permit.
  - (2) If the application is denied, the reasons for denial shall be put in writing, signed by the Zoning Administrator, and mailed to the applicant at the address that appears on the application.

## **ARTICLE XIX. LAND DEVELOPMENT DOCUMENTATION REQUIREMENTS**

All land development proposals for activities within the jurisdiction of this Ordinance shall be in accord with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, (as amended in SC Code of Regulations, Chapter 49, Article 4, or latest edition). This reference is hereby adopted and is as much a part of this Ordinance as if contained herein. All deeds subdividing property shall contain a Plat Book and Page Number reference to a recorded plat that has been approved by the Planning Commission or predates its authority. Moreover, each document submitted to Dorchester County for land development review and approval shall contain, at a minimum, the items listed thereunder.

### **Section 19.1 Sketch Plan**

- (a) Name of applicant, owner(s), developer(s), and party responsible for execution of the Sketch Plan.
- (b) Date document prepared with any subsequent revision dates.
- (c) Graphic or numerical scale and referenced north arrow.
- (d) Boundaries of the tract proposed for development and indication of adjacent rights of way.
- (e) Acreage of the tract to the nearest tenth of an acre.
- (f) Indication of character of the land in question, whether cleared, forested, wet, etc. A supplementary aerial photograph is recommended.
- (g) Existing and proposed land uses on and adjacent to the tract and approximate locations.
- (h) Approximate number of dwelling units and rough estimate of non-residential square footage proposed.
- (i) A vicinity map at a minimum scale of one inch equals two thousand feet (1"=2,000'), depicting the tract and surrounding streets, railroads, and watercourses.

**Section 19.2 Preliminary Plan**

- (a) Names of applicant, owner(s) of the property proposed for development, developer(s), the surveyor(s) or engineer(s) responsible for execution of the survey, and the design professional(s) responsible for planning and design.
- (b) A title block, including the proposed name or title of the project or subdivision, where applicable, as well as the name, signature, license number, seal, address, and telephone number of each engineer, land surveyor, planner, architect, and/or landscape architect, or firm thereof, involved in the preparation of the Preliminary Plan and supplementary materials, which shall be required so as to certify the accuracy of the information submitted.
- (c) Date of the original Preliminary Plan and all subsequent revision dates.
- (d) A signature box, allowing space for the stamp and signature of the Chairperson of the Planning Commission and the Planning Director and date thereof, at least one of which is necessary to indicate approval of the Preliminary Plan.
- (e) Reference north arrow.
- (f) Graphic and numerical scales, which shall not be smaller than required by the Planning Director and generally not smaller than one inch equals fifty feet (1"=50').
- (g) An inset containing a vicinity map at a minimum scale of one inch equals two thousand feet (1"=2,000'), depicting the tract proposed for development and surrounding streets, railroads, and watercourses with names or highway numbers thereof.
- (h) Description of the project boundaries in metes and bounds, as well as those of the residual parent tract, which may be illustrated in an inset at a smaller scale, subject to the approval of the Planning Director.
- (i) The Dorchester County parcel identification number of the tract proposed for development, its acreage to the nearest tenth of an acre, its street address, and block and lot number, if applicable.
- (j) The names of all owners of adjacent land with parcel identification numbers in 10-digit format.
- (k) All existing watercourses and wetlands with delineation of critical areas for each, where applicable, as well as indication of buffer areas and setbacks from critical areas, as required in Section 12.3 of this Ordinance.
- (l) Flood hazard areas; available from FIRM Flood Hazard maps and all known flood area boundaries and flood map panel number, in compliance with the County Flood Hazard Ordinance.

- (m) Contour lines at vertical intervals of five feet (5').
- (n) A tree survey, where applicable, in compliance with Section 12.4 of this Ordinance, and indication of forested area that is not required to be surveyed and will remain in its natural state.
- (o) Existing and proposed zoning districts the tract proposed for development.
- (p) All proposed new, adjusted, and abandoned lot lines, the square footage of each proposed lot, and existing and proposed lot and block numbers.
- (q) Location and dimensions of all existing and proposed streets and names thereof, railroads, bridges, and associated rights of way, all sidewalks required per Section 20.4, and all construction accesses and crash gates.
- (r) Detailed infrastructure plans, including locations and sizes, where applicable, for existing and proposed service of sanitary sewerage, potable water, stormwater management, telephone, electric, street and circulation lighting, and cable television, as well as all proposed easements and rights-of-way necessary for each, where applicable.
- (s) All proposed park and school sites and other lots or portions thereof proposed for dedication to public use.
- (t) Proposed composition, cross-sections, and profiles of all streets and drainage facilities as well as any infrastructure proposed to be dedicated for public maintenance. This information shall be required to accompany the Preliminary Plan document and shall be considered part of the Preliminary Plan.
- (u) The Preliminary Plan shall be accompanied by any other information deemed essential to Plan approval by the Planning Commission and in the case of Minor Subdivisions, approval by the Planning Director.

**Section 19.3 Final Plat**

- (a) Names of applicant, owner(s) of the property proposed for development, developer(s), the surveyor(s) or engineer(s) responsible for execution of the survey, and the design professional(s) responsible for planning and design.
- (b) A title block, including the proposed name or title of the project or subdivision, where applicable, as well as the name, signature, license number, seal, address, and telephone number of each engineer, land surveyor, planner, architect, and/or landscape architect, or firm thereof, involved in the preparation of the Final Plat and supplementary materials, which shall be required so as to certify the accuracy of the information submitted.
- (c) Date of the original Final Plat and all subsequent revision dates.
- (d) A signature box, allowing space for the stamp and signature of the Planning Director and date thereof, to indicate approval of the Final Plat.
- (e) Reference north arrow.
- (f) Graphic and numerical scales, which shall not be smaller than required by the Planning Director and generally not smaller than one inch equals fifty feet (1"=50').
- (g) An inset containing a vicinity map at a minimum scale of one inch equals two thousand feet (1"=2,000'), depicting the tract proposed for development and surrounding streets, railroads, and watercourses with names or highway numbers thereof.
- (h) Description of the project boundaries in metes and bounds, as well as those of the residual parent tract, which may be illustrated in an inset at a smaller scale, subject to the approval of the Planning Director.
- (i) The Dorchester County parcel identification number in 10-digit format of the tract proposed for development, its acreage to the nearest tenth of an acre, its street address, and block and lot number, if applicable.
- (j) The names of all owners of adjacent land with parcel identification numbers in 10-digit format.
- (k) All existing watercourses and jurisdictional wetlands on and, if available, within two hundred feet (200') of the tract, with delineation of critical areas for each.
- (l) All proposed new, adjusted, and abandoned lot lines, the square footage of each proposed lot, and existing and proposed lot and block numbers.

- (m) Location and dimensions of all existing and proposed streets and names thereof, railroads, bridges, and associated rights of way, proposed street names, and all crash gates.
- (n) Detailed infrastructure plans, including locations and sizes, where applicable, for pre-existing and installed service of sanitary sewerage, potable water, stormwater management, telephone, electric, and cable television, as well as all proposed easements and rights-of-way necessary for each, where applicable.
- (o) All proposed park and school sites and other lots or portions thereof proposed for dedication to public use.
- (p) All building footprints with dimensions from property lines must be shown.
- (q) The Final Plat shall be accompanied by any other information deemed essential to Plat approval by the Planning Director.



**Section 19.4 Environmental Resources Survey**

- (a) Names of applicant, owner(s) of the property proposed for development, developer(s), the surveyor(s) or engineer(s) responsible for execution of the survey.
- (b) A title block, including the proposed name or title of the project or subdivision, where applicable, as well as the name, signature, license number, seal, address, and telephone number of each engineer, land surveyor, planner, architect, and/or landscape architect, or firm thereof, involved in the preparation of the Environmental Resources Survey and any supplementary materials, which shall be required so as to certify the accuracy of the information submitted.
- (c) Date of the original Environmental Resources Survey and all subsequent revision dates.
- (d) A signature box, allowing space for the stamp and signature of the Zoning Administrator and date thereof, as is necessary to indicate approval of the Environmental Resources Survey.
- (e) Reference north arrow.
- (f) Graphic and numerical scales, which shall not be smaller than required by the Zoning Administrator and generally not smaller than one inch equals fifty feet (1"=50').
- (g) An inset containing a vicinity map at a minimum scale of one inch equals two thousand feet (1"=2,000'), depicting the tract proposed for development and surrounding streets, railroads, and watercourses with names or highway numbers thereof.
- (h) Description of the project boundaries in metes and bounds. In the event of a large tract of which a relatively small proportion is proposed for development, the undeveloped area may be illustrated in an inset at a smaller scale, subject to the approval of the Zoning Administrator.
- (i) The Dorchester County parcel identification number in 10-digit format of the tract proposed for development, its acreage to the nearest tenth of an acre, its street address, and block and lot number, if applicable.
- (j) The names of all owners of adjacent land with parcel identification numbers in 10-digit format.
- (k) All existing watercourses and wetlands on and, if available, within two hundred feet (200') of the tract, with delineation of critical areas for each, where applicable, as well as indication of buffer areas and setbacks from critical areas, as required in Section 12.3 of this Ordinance.

- (l) Flood hazard areas; available from FIRM Flood Hazard maps and all known flood area boundaries and flood map panel number, in compliance with the County Flood Hazard Ordinance.
- (m) Contour lines at vertical intervals of five feet (5’).
- (n) A tree survey in compliance with Section 12.4 of this Ordinance of all areas proposed for clearing and indication of forested area that is not required to be surveyed and will remain in its natural state.
- (o) Location and dimensions of all existing streets and names thereof, parking areas, railroads, bridges, and associated rights of way, building footprints, sidewalks, and construction accesses on and adjacent to the property proposed to be cleared.
- (p) Locations and widths of easements and rights-of-way for existing service of sanitary sewerage, potable water, stormwater management, telephone, electric, circulation lighting, and cable television on and adjacent to the property proposed to be cleared.
- (q) The Environmental Resources Survey shall be accompanied by any other information deemed essential to approval by the Zoning Administrator.

**Section 19.5 Site Development Plan**

- (a) Names of applicant, owner(s) of the property proposed for development, developer(s), the surveyor(s) or engineer(s) responsible for execution of the survey, and the design professional(s) responsible for planning and design.
- (b) A title block, including the proposed name or title of the project or subdivision, where applicable, as well as the name, signature, license number, seal, address, and telephone number of each engineer, land surveyor, planner, architect, and/or landscape architect, or firm thereof, involved in the preparation of the Site Development Plan and supplementary materials, which shall be required so as to certify the accuracy of the information submitted.
- (c) Date of the original Site Development Plan and all subsequent revision dates.
- (d) A signature box, allowing space for the stamp and signature of the Zoning Administrator and date thereof, as is necessary to indicate approval of the Site Development Plan.
- (e) Reference north arrow.
- (f) Graphic and numerical scales, which shall not be smaller than required by the Zoning Administrator and generally not smaller than one inch equals fifty feet (1"=50').
- (g) An inset containing a vicinity map at a minimum scale of one inch equals two thousand feet (1"=2,000'), depicting the tract proposed for development and surrounding streets, railroads, and watercourses with names or highway numbers thereof.
- (h) Description of the project boundaries in metes and bounds. In the event of a large tract of which a relatively small proportion is proposed for development, the undeveloped area may be illustrated in an inset at a smaller scale, subject to the approval of the Zoning Administrator.
- (i) The Dorchester County parcel identification number in 10-digit format of the tract proposed for development, its acreage to the nearest tenth of an acre, its street address, and block and lot number, if applicable.
- (j) The names of all owners of adjacent land with parcel identification numbers in 10-digit format and street addresses, if applicable.
- (k) All existing watercourses and jurisdictional wetlands with delineation of critical areas for each, where applicable, as well as indication of buffer areas and setbacks from critical areas, as required in Section 12.3 of this Ordinance.

- (l) Flood hazard areas; available from FIRM Flood Hazard maps and all known flood area boundaries and flood map panel number, in compliance with the County Flood Hazard Ordinance.
- (m) Contour lines at vertical intervals of five feet (5’).
- (n) A tree survey, where applicable, in compliance with Section 12.4 of this Ordinance, and indication of forested area that is not required to be surveyed and will remain in its natural state.
- (o) Location and dimensions of all existing and proposed streets and names thereof, parking areas, railroads, bridges, and associated rights of way, sidewalks, and construction accesses on and adjacent to the property proposed for development.
- (p) Detailed infrastructure plans, including locations and sizes, where applicable, for existing and proposed service of sanitary sewerage, potable water, stormwater management, telephone, electric, circulation lighting, and cable television, as well as all proposed easements and rights-of-way necessary for each, where applicable, on and adjacent to the property proposed for development.
- (q) Proposed composition, cross-sections, and profiles of all streets, parking areas, and drainage facilities as well as any infrastructure proposed to be dedicated for public maintenance. This information shall be required to accompany the Site Development Plan document and shall be considered part of the Site Development Plan.
- (r) Existing and proposed zoning districts of and adjacent to the tract proposed for development.
- (s) All required setbacks, yards, buffers, open space, and landscaped areas.
- (t) All required landscape elements, including trees for canopy enhancement, where applicable.
- (u) Footprints of the proposed structure(s) with square footage of the footprint, total square footage, height, and dimensions to property lines.
- (v) The Site Development Plan shall be accompanied by any other information deemed essential to Plan approval by the Zoning Administrator.

**Section 19.6 Traffic Study Plan**

- (a) Names of applicant, owner(s) of the property proposed for development, developer(s), the surveyor(s) or engineer(s) responsible for execution of the survey, and the design professional(s) responsible for planning and design, where applicable.
- (b) A title block, including the proposed name or title of the project or subdivision, where applicable, as well as the name, signature, license number, seal, address, and telephone number of each engineer, land surveyor, planner, architect, and/or landscape architect, or firm thereof, involved in the preparation of the Traffic Study Plan and supplementary materials, which shall be required only so as to certify the accuracy of the information submitted.
- (c) Date of the original Traffic Study Plan and all subsequent revision dates.
- (d) A signature box, allowing space for the stamp and signature of the Planning Director or Zoning Administrator, as is necessary to indicate approval of the Traffic Study.
- (e) Reference north arrow.
- (f) Graphic and numerical scales, which shall not be smaller than required by the responsible County officer and generally not smaller than one inch equals fifty feet (1"=100').
- (g) Indication of land uses and footprints of structures, where such inform projected trip generation, in the proposed development.
- (h) Locations and dimensions of all existing and proposed streets, with names, number of lanes, and rights-of-way thereof.
- (i) Graphical indication of all existing and proposed traffic controls, including signals, signs, turning and acceleration lanes, and the like, in the study area.
- (j) Indication of existing traffic volumes, including ADT and peak-hour volume, and levels of service (based on a scale of A through F, as recognized by SCDOT) and the same data that would result from the proposed rezoning or development (proposed figures).
- (k) Indication of other aspects of transportation infrastructure impacting traffic safety and flow, including crosswalks and pedestrian signals, bridges and overpasses, and the like.
- (l) The Traffic Study Plan shall be accompanied by any other information deemed essential to approval by the Zoning Administrator.

**Section 19.7 Record Drawing**

- (a) Names of applicant, owner(s) of the property proposed for development, developer(s), the surveyor(s) or engineer(s) responsible for execution of the survey, and the design professional(s) responsible for planning and design, where applicable.
- (b) A title block, including the proposed name or title of the project or subdivision, where applicable, as well as the name, signature, license number, seal, address, and telephone number of each engineer, land surveyor, planner, architect, and/or landscape architect, or firm thereof, involved in the preparation of the Record Drawing and supplementary materials, which shall be required only so as to certify the accuracy of the information submitted.
- (c) Date of the original Record Drawing and all subsequent revision dates.
- (d) A signature box, allowing space for the stamp and signature of the Zoning Administrator, as is necessary to indicate approval of the Record Drawing.
- (e) Reference north arrow.
- (f) Graphic and numerical scales, which shall not be smaller than required by the Zoning Administrator and generally not smaller than one inch equals fifty feet (1"=50').
- (g) Description of the property boundaries in metes and bounds, its Dorchester County parcel identification number in 10-digit format, its acreage to the nearest tenth of an acre, its street address, and block and lot number, if applicable.
- (h) Location and dimensions of all existing streets and names thereof, railroads, bridges, and associated rights of way.
- (i) All building footprints with dimensions from property lines.
- (j) Indication of new septic field(s), where applicable.
- (k) The Record Drawing shall be accompanied by any other information deemed essential to approval by the Zoning Administrator.