ARTICLE SEVEN
SUBDIVISION AND SITE PLAN PROCEDURES

SECTION A: PURPOSE

7.a.1. The purpose of this article is to fully implement the South Carolina Code of Law, Title 6, Chapter 29, Section 1130, (i.e., S.C. 6-29-1130), which regulates applications for subdivisions and/or site plans. The procedures herein are intended to provide for the orderly and expeditious processing of each application.

7.a.2. Exempt subdivisions as defined in this Ordinance in Article Ten, Definitions, shall take precedence over any rules and procedures setforth in Articles Seven or Eight of this Ordinance. All notifications to the Planning Commission as setforth in S.C. Code 6-29-1110 regarding Exempt Subdivision shall be followed.

SECTION B: PRE-APPLICATION

7.b.1. Pre-application Conference: For the purpose of expediting applications and reducing subdivision and site plan design and development costs, the developer may request a pre-application conference for a subdivision and/or sketch plan. The pre-application conference shall allow the applicant to meet with appropriate city and county representatives. These individuals shall include:

a. The Planning Director;

b. The Zoning Administrator;

c. County Public Works Director;

d. Director of Engineering for the City;

e. Utility Company Representatives;

f. City Public Works, Assistant Director

g. County Engineer;

h. Police/Sheriff/Fire Reps;

i. Stormwater Utility Reps;

j. SCDOT Reps;

k. Building Official;

7.b.2. Site Plan & Subdivision Review Committee: The Sumter City-County Planning Commission shall administer the regulations set out in this Ordinance. To assist the Commission, the individuals cited in 7.b.1. shall work with developers to ensure compliance with the requirements of this Ordinance.

7.b.3. Applications: All applications will fall into one of six (6) categories. The Zoning Administrator shall instruct the applicant as to the assignment of his/her application, which shall be one of the following:

a. Minor site plan approval;

b. Minor subdivision application;

c. Major site plan approval;

d. Major subdivision application

e. Exempt subdivision notification (See Article 10, Section B for definition)

f. General Development Plan (See 7.f.3.c.. for requirements).

g. (Note: Certain applications may involve a combination of actions).

7.b.4. Content: An application for development shall include the items specified in Section 7.f.3, which constitutes a checklist of items to be submitted for subdivision and /or site plan review (See Exhibit 7-1 for stages of development).

7.b.5. Complete Application: A subdivision and/or site plan application shall be complete for the purposes of commencing the applicable time period for action when so certified by the Zoning Administrator. In the event such certification of the application is not made within thirty (30) days of the date of its submission, the application shall be deemed complete unless:

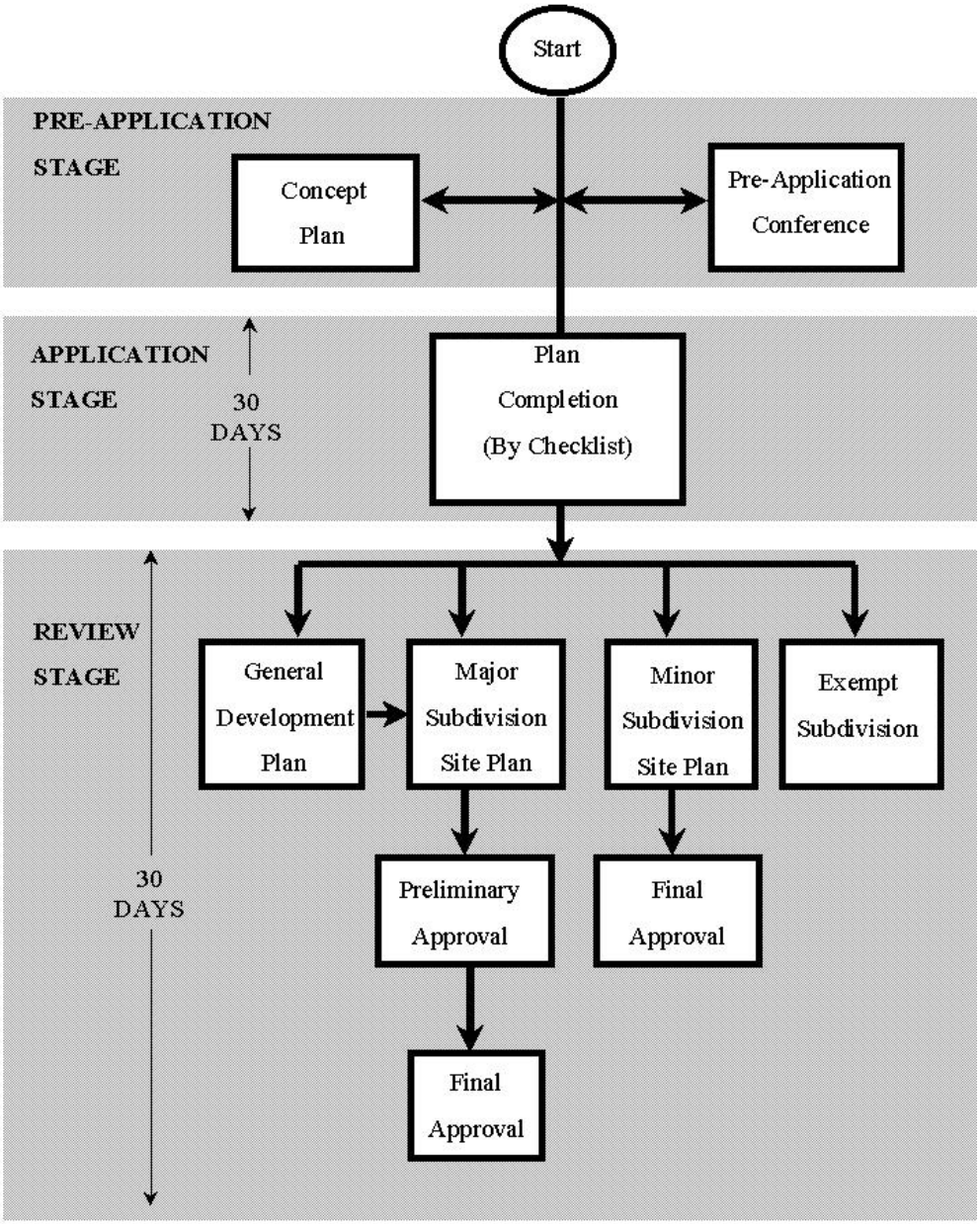
a. The application lacks information indicated on the checklist of items to be submitted specified in Section 7.f.3;

b. The Zoning Administrator has notified the applicant, in writing, of the deficiencies in the application;

c. The Planning Commission requires corrections to items submitted with the application.

7.b.6. Planning Commission Quorum: If the Planning Commission is unable to officially review an application due to a lack of a quorum, then the Planning Commission shall meet at the earliest possible time, not to exceed seven (7) days from the date of the originally scheduled meeting.

EXHIBIT 7-1
FLOW CHART FOR THE PLAN REVIEW PROCESS



SECTION C: MINOR SUBDIVISION APPROVAL AND MINOR SITE PLAN APPROVAL

7.c.1. Definitions:

a. Minor Site Plan: A minor site plan shall have the following characteristics:

1. Legal access is to an existing publicly or privately maintained paved road or street;

2. Encompasses less than five (5) acres, and is occupied by only one building containing less than twenty thousand (20,000 sq. ft.) feet;

3. Off-street parking requirements are less than thirty-five (35) spaces;

4. Meets all other standards for development as set forth in the Ordinance;

b. Minor Subdivision: A minor subdivision shall have the following characteristics:

1. Contains no new roads or changes to existing roads;

2. All resulting lots front directly on and have legal access to an existing publicly or privately paved and maintained road or street;

3. Encompasses no more than twenty-five (25) acres and contains no more than fifty (50) lots;

4. Meets all other standards for development as set forth in this Ordinance;

7.c.2. Submittals: Applicants requesting approval of a proposed minor subdivision or minor site plan shall submit to the Zoning Administrator five (5) copies of the items required in Article Nine, Section C, together with an executed application form, and the prescribed fee.

7.c.3. Declaration of Completeness: The application shall be declared to be complete or incomplete within the time frame established in 7.b.5.

7.c.4. Staff Action: If a minor subdivision or site plan is submitted which meets all development standards established for the various zoning districts of the City of Sumter or the unincorporated portions of Sumter County, as well as the information requirements outlined in Section 7.f.3, then, the staff may approve the application without referral to the Planning Commission. However, all minor subdivisions or site plans approved at the staff level shall be presented to the Sumter City-County Planning Commission as information only within thirty (30) days of the staff action. A record of all said approvals shall be incorporated into the Planning Commission Minutes.

7.c.5. Time Frame For Action For Minor Subdivision or Site Plan Approval: The action of the staff under this Article must be taken within thirty (30) working days of a submittal of a completed application as defined in 7.b.5., or within such further time agreed to by the applicant and the Planning Commission. Failure of the staff or the Planning Commission to act within the period prescribed above shall constitute minor subdivision or site plan approval.

7.c.6. Expiration of Minor Subdivision Plat Approval: Approval of a minor subdivision shall expire one-hundred eighty (180) days from the date of approval unless within such period a record plat in conformity with such approval and the provisions of S.C. Code Section 6-29-1140 is filed by the developer with the Sumter County Deeds Office. Any such Plat for such filing shall have been signed by the Planning Director of the Sumter City-County Planning Commission. The Sumter County Assessor's Office shall have provided to the developer street addresses corresponding to lots and parcels for the recorded plat prior to the issuance of building permits. The Planning Commission may for good cause shown, extend the period for recording for an additional thirty (30) days from the date of the signing of the plat.

7.c.7. Expiration of Approval of Minor Site Plan: Preliminary Plat or site plan approval of a minor site plan or subdivision two years from the date of approval by the Staff as a vested right. This vested right shall receive up to five (5) one year extensions upon application by the landowner to the Planning Commission staff in writing in each year that an extension is desired. The vested right for the specific site plan shall not attach until all plans have been received, approved, and all fees paid. Any appeals to this process shall go to the Sumter Planning Commission. Variances and Special Exceptions do not create a vested right. (SC law Sections 6-29-1510 through 6-29-1560).

7.c.8. Appeals of Staff Action on Minor Site Plans and Minor Subdivision Plats: Staff action to approve or disapprove a land development plan may be appealed to the Planning Commission by any party in interest. The Planning Commission shall act on the appeal within sixty (60) days, and the action of the Planning Commission is final. An appeal from the decision of the Planning Commission may be taken to the Circuit Court in and for Sumter County within thirty (30) days after actual notice of the decision.

SECTION D: MAJOR SUBDIVISION AND MAJOR SITE PLAN

7.d.1. Definitions:

a. **Planned Development (PD):** A Planned Development shall be considered a major subdivision or site plan as per 7.b.3. The description of a Planned Development is as follows: A development of land under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages. The development may include streets, circulation ways, utilities, buildings, open spaces, and other site features and improvements. The key distinction involved in a PD project versus a multi-phase development is that a zoning map amendment is needed to create a PD project.

b. **Major Site Plan:** A major site plan exceeds the threshold requirements as defined for a minor site plan established in 7.c.1.a.

c. **Major Subdivision:** A major subdivision exceeds the threshold requirements as defined for a minor subdivision established in 7.c.1.b.

d. **Multi-phase Development:** Any phased land development project containing two phases, sections, or parcels shall require a unified land development plan to effectively coordinate the provision of on-site infrastructure and to lessen off-site impacts such as vehicular traffic and storm water drainage.

7.d.2. Submittal: Applicants of planned developments, major site plans, or major subdivisions shall submit to the zoning administrator five (5) copies of either a preliminary subdivision plat, or a site plan, together with an executed application form, prescribed fee, and evidence that no taxes, municipal and/or county utility fees or assessments are outstanding against the property.

7.d.3. Declaration of Completeness: The application shall be declared complete or incomplete within the time frame established in 7.b.5.

7.d.4. Time Frame For Action For Major Subdivision And/or Site Plans: The action of the staff together with the actions of the Sumter City-County Planning Commission under this article shall be in concert with S.C. Code 6-29-1150 (a) and 7.b.5 of this Ordinance. However, action on a completed application as determined by the Zoning Administrator shall not exceed thirty (30) days as required by state law. Any extension of time under this section shall be by mutual consent by the applicant and the Planning Commission. Failure of the staff or the Planning Commission to act within the period prescribed above shall constitute major subdivision or site plan approval.

7.d.5. Effect of Preliminary Plat or Site Plan Approval: Preliminary approval of a major subdivision and/or a major site plan shall confer upon the applicant the following rights:

a. The approval of the preliminary plat or site plan constitutes approval of the subdivision or the land development as to its character, intensity of development, general lay-out, and the approximate dimensions of streets, lots, and other planned features. Such approval binds the developer to the general scheme of the subdivision or land development, and permits the subdivider or developer to proceed with the installation of site improvements, subject to obtaining other necessary permits;

b. The approval of the preliminary or site plan does not constitute approval of the final plat or cause the issuance of a certificate of occupancy; and accordingly, does not authorize the sale of lot(s) or the occupancy or use of a parcel of land;

c. The applicant may request final approval for the whole or in sections of a preliminary plat; however, sections of a preliminary plat shall be approved in increments of not less ten (10) lots and/or ten (10) acres of land whichever is greater. A final plat may

only be approved as a whole unless specific phased approval by sections is granted by the Planning Commission;

d. Preliminary plan or site plan approval for a major site plan or major subdivision shall expire two (2) years from the date of approval by the Planning Commission as a vested right. This vested right shall receive up to five (5) one year extensions upon application to the Planning Commission by the landowner in writing in each year that an extension is desired. The vested right for the site specific plan shall not attach until all plans have been received, approved, and all fees paid. Any appeal to this process shall follow the procedures set upon in Section 1.g.5 of this Ordinance. Variances and Special Exceptions do not create a vested right (SC Law 6-29-1510 through 6-29-1560).

7.d.6. Final Approval of a Major Subdivision and/or Site Plan: An applicant requesting final approval of a proposed major subdivision and/or site plan shall:

a. **Submittal:** Submit to the Zoning Administrator seven (7) copies of the materials specified in Section 7.f.3;

b. **Declaration of Completeness:** The application for final subdivision or site plan approval shall be declared complete within thirty (30) working days from the submission of items required in Section 7.f.3. The Zoning Administrator shall determine if an application is complete.

c. **Time Frame for Final Subdivision or Site Plan Approval:** Final approval shall be granted or denied within thirty days ***after*** submission of a complete application. Within this thirty (30) day time period the City or County Engineer shall inspect the subdivision or the site development to insure all infrastructure facilities are installed according to plans and specifications as shown on the as-built survey. Following the outcome of the engineering inspections and the subsequent engineering approvals, the Planning Commission shall act within such time as necessary to complete their review the period prescribed. A certificate as to the failure of the Planning Commission to act shall be issued by the Secretary of the Sumter City-County Planning Commission.

d. **Filing of a Final Plat:** Final approval of a major subdivision shall expire ninety (90) days from the date of the signing of the final plat by the Chairman of the Sumter City-County Planning Commission unless within such period the plat shall be duly filed by the developer with the Sumter County Deeds Office and mapped by the Sumter County Assessor's Office. The Planning Commission for good cause shown, may extend the period not to exceed one hundred and twenty (120) days from the date of signing of the plat.

e. **Guarantees and Signature of the Planning Commission Chairman:** The signature of the Chairman of the Planning Commission shall not be affixed until the developer has posted the guarantees required pursuant to 7.d.8. or 7.d.9.

7.d.7. Effect of Final Approval of A Major Subdivision and/or Site Plan:

a. The final approval of the land development plan or subdivision plat shall not automatically constitute or effect an acceptance by the City of Sumter or the County of Sumter of the dedication of any street, utility easement, infrastructure facility, or other public ground shown upon the final plat or site plan. Public acceptance of the lands must be by action of the City Council or County Council. Sumter City Council will not accept streets in gated communities and from small business parks with extended driveways.

b. The developer shall be responsible for the submission of the required paperwork in order for the City or the County to consider accepting ownership of infrastructure or public ground. In this regard, the developer shall submit a ***Warranty Deed of Dedication*** conveying ownership of the of the infrastructure system to the City or County; ***Owner's Affidavit*** to certify the condition of the title of said property; and a ***Title Certificate*** by the examining attorney indicating the contents of the public record concerning the real estate being conveyed to the City or County.

c. Suspension of Permitting: If at any time after final plat approval the Planning Commission is required to suspend Building Permits and/or inspections for a major subdivision, a written notice of the suspension will be provided to the developer as soon as possible. The notice shall include the agency directing the suspensions so the developer may contact them ASAP and any information they may have provided to the Planning Commission. If the Planning commission requires the suspension, the notice will include the reason, required action to remedy the problem and if appropriate, a time frame to comply before the suspension takes effect. The suspension will be released upon notice by the requesting agency.

7.d.8. Maintenance Guarantee:

a. In order to assure the satisfactory condition of completed improvements (i.e., water delivery system**,** sewerage disposal system, and road system) the developer at the time of final subdivision plat approval shall post a ***Maintenance Guarantee.*** The Maintenance Guarantee shall be equal to fifteen (15%) percent of the estimated cost of the improvements as determined by the City Engineer or the County Engineer.

b. The Maintenance Guarantee shall be in the form of a letter of credit, surety bond, certified check, or other instruments readily convertible to cash. The letter of credit shall expire twenty-four (24) months from the approval of the final subdivision plat by the City or County of Sumter;

c. The Maintenance Guarantee shall be released twenty-four (24) months after posting unless the City Engineer or the County Engineer determines that there is work to be done;

d. If such a determination is made, the City Engineer or the County Engineer shall notify the developer of the deficiencies, and the developer shall be given sixty (60) days to complete the work aimed at correcting the deficiencies. If the work is not completed, the proceeds from the Maintenance Guarantee shall be used by the City or County for such work. The balance of the Maintenance Guarantee (if any) shall be released when the City Engineer or the County Engineer deems the work has been satisfactorily completed, and the City or the County has been reimbursed for any and all expenses incurred.

7.d.9. Performance Guarantee:

a. A Performance Guarantee may be required and / or used in two different scenarios.

1. Its primary use would be if all the improvements (infrastructure) approved by the Sumter City-County Planning Commission as part of the Preliminary Plat are not properly installed and constructed in accordance with the required standards in Appendix B prior to the submission of the Final Plat for approval either due to weather or other acts of God, a Performance Guarantee may be entered into with the developer / subdivider.

2. The other use of a Performance Guarantee would be when the developer desires to expedite Final Plat approval and Council enters into the agreement to allow construction of all required improvements (infrastructure) after the final plat is approved, lots are sold, and construction is started.

b. In either case, the Performance Guarantee will be a binding agreement between the Council and developer / subdivider. The agreement will be accompanied by an irrevocable financial instrument (Letter of Credit, Bond, or other instrument acceptable to Council) in an amount equal to one hundred twenty-five percent (125%) of the cost of the required improvements (unfinished for (1) above and all for (2) above) as certified by the City Engineer or Manager to enter into a Performance Guarantee with the developer / subdivider.

c. The Performance Guarantee must be accepted by the Council and must include a specific, reasonable, and satisfactory date for the completion of the necessary improvements. In no case shall a Performance Guarantee be accepted for more than two (2) years. The date for completion will be at least three (3) months prior to the expiration of the financial instrument accepted by the Council.

d. When the improvements have been completed and approved for conformity with the regulations and Appendix B, and accepted by the Council with the appropriate Maintenance Guarantee, the financial instrument and Performance Guarantee shall be released and returned.

e. In the event the developer/ subdivider fails to construct the required improvements and have them accepted in the time accepted by the Council, the Performance Guarantee and financial instrument shall be forfeited to the City to be used for the completion of the improvements. A Performance Guarantee will initially be accepted for a maximum time of two (2) years. That time frame and its associated financial instrument may only be extended by the Council after a demonstrated hardship shown by the developer / subdivider.

f. The successful conclusion of the Performance Guarantee shall include the automatic initiation of the Maintenance Guarantee and Council action to accept the improvements.

g. Building permits may be issued during the Performance Guarantee process provided the Final Plat has been approved and recorded and proper applications with required fees has been submitted. However, no Certificate of Occupancy (CO) shall be issued until all the improvements are in place, accepted by the Council, and Maintenance Guarantee is in place. This provision applies to all construction including commercial and residential.

7.d.10 Traffic Study for Development Applications:

a. The Traffic Impact Study shall be submitted at the time of subdivision and/or site plan application(s) for development project(s) that meet(s) the following threshold.

Consistent with SCDOT ARMS Chapter 6 (Traffic Impact Studies), any development that generates more than 100 vehicle trips during the peak hours of the day requires a submission of a Traffic Impact Study (TIS). Vehicle trip is defined as a trip to <u>either</u> exit <u>or</u> enter into the development site and is counted as one (1) trip. In addition, certain land use categories that may expect to generate at least 100 peak hour trips during the peak hours of the day are required to submit a TIS in accordance with Table 1 below:

<u>TABLE 1: GUIDELINES FOR DETERMINING THE NEED FOR AN IMPACT STUDY</u>

Land Use	100 Peak Hour Trips*
Single Family Home	90 units
Apartments	150 units
Condominiums/Townhouses	190 units
Mobile Home Park	170 units
Shopping Center – Gross Leasable Area (GLA)	6,000 sq. ft.
Fast Food Restaurant With Drive-in – Gross Floor Area (GFA)	3,000 sq. ft.
Gas Station with Convenience Store	7 fueling positions
Banks w/drive-in (GFA)	2,000 sq. ft.
General Office	67,000 sq. ft.
Medical/Dental Office	29,000 sq. ft.

Research & Development	71,000 sq. ft.
Light Industrial / Warehousing (GFA)	185,000 sq. ft.
Manufacturing Plant (GFA)	144,000 sq. ft.

*Rates/Equations used to calculate above thresholds are for the P.M. Peak hour of the adjacent street.

In some instances, thresholds for rural areas and small cities may need to be lower than for urban areas.

b. The Zoning Administrator may waive a Traffic Impact Study (or elements thereof) stated in subsection “a" above on a case by case basis when the applicant shows that the proposed development’s impact on adjacent roads and intersections will be minimal and insignificant, or will be no greater than those projected by a traffic impact analysis prepared and submitted within the past two years for the same site under the same similar background conditions. The Zoning Administrator must document the reasons for the waiver.

c. If a TIS is required, a hard copy must be filed together with any other paper work that may be required when a development application is submitted. An electronic copy may be filed only by the permission of the Zoning Administrator. The TIS must be prepared and signed by a person with a Professional Engineer (PE) license issued by the State of South Carolina.

d. The Zoning Administrator should be contacted before preparing the TIS to discuss the requirements and determine the scope of the study. The following information is required to be contained in TIS:

1. **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 Zoning Administrator. 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 Zoning Administrator. A study area site map showing the site location is required.

2. **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.

3. **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 to determine the effects of school or special event traffic. 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 Zoning Administrator. Other information that may be required as determined by the Zoning Administrator may include, but is not limited to, crash data, stopping sight distances, and 50th and 85th percentile speeds.

4. **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.

5. **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.

6. **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.

7. **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.

8. **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.

9. **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. The developer should make any lane improvements during construction so that if in the horizon year a signal is warranted, one may be installed with little impact to the intersection.

10. **Mitigation and alternatives -** The traffic impact study should include proposed improvements or access management techniques that will mitigate falling in the levels of service below C which is considered as acceptable operating speed in urban conditions.

    In areas where baseline, or existing, levels of service are at or below Level of Service C, the baseline level of service shall be maintained or improved after development. If the baseline Level of Service is F and the location is in a congested area, the ZONING ADMINISTRATOR and/or PLANNING COMMISSION shall determine any required mitigation. The baseline level of service shall include all committed (funded) road improvements and all non-site traffic, but exclude the traffic to be generated by the new development.

    The Zoning Administrator and/or the Planning Commission will be responsible for final determination of mitigation improvements required to be constructed by the applicant, in conjunction with SCDOT Staff, as appropriate.

e. The following checklist is used by the Planning Department in the review process and can aid in the preparation of TIS. This checklist shows the minimum requirements for a traffic impact study to be complete and does not certify or guarantee adequacy or approval. The Zoning Administrator may require additional requirements during the review process, or during the initial meeting with the developer.

Traffic Impact Study Technical Completeness Checklist

Analyst Requirements

☐ Yes ☐ No South Carolina PE Stamp and Signature

☐ Yes ☐ No **Introduction and Executive Summary**

Existing Conditions

☐ Yes ☐ No Study Area Descriptions and Roadway Classifications
☐ Yes ☐ No Analysis Period Correct (AM, Mid-day, PM and/or Saturday)
☐ Yes ☐ No Existing Traffic Operations (LOS, Volumes, Speed Limits, Crash Data, Etc.)
☐ Yes ☐ No Other projected transportation improvements in the study area

Impacts

☐ Yes ☐ No Trip Generation Summary (ITE Trip Generation Manual, latest edition)
☐ Yes ☐ No Trip Distribution and traffic assignment (assumptions justified)
☐ Yes ☐ No LOS Analysis: Background traffic growth and site build out (Identify existing and background LOS deficiencies)
☐ Yes ☐ No Analysis of Sight Distance at Access Points

Mitigation

☐ Yes ☐ No Identify need for Turn Lanes, Capacity and Storage Length
☐ Yes ☐ No Identify need for Signalization
☐ Yes ☐ No Identify Measures to Mitigate LOS deficiencies

Figures

☐ Yes ☐ No Vicinity Map
☐ Yes ☐ No Site Plan and Proposed Land Use
☐ Yes ☐ No Existing Peak Hour volumes (counts conducted within the last 12 months)
☐ Yes ☐ No Projected Background Peak Hour Volumes
☐ Yes ☐ No Trip Distribution % Including Added Project Peak Hour Volumes
☐ Yes ☐ No Project Build-Out Volumes
☐ Yes ☐ No Existing and Recommended Lane Configurations
☐ Yes ☐ No Intersection LOS (existing, background, build, mitigated) (Figure or Table or Both)

Tables

☐ Yes ☐ No Trip Generation
☐ Yes ☐ No Intersection LOS (existing, background, build, mitigated) (Figure or Table or both)

Other

☐ Yes ☐ No Technical Appendix (e.g. HCM and Synchro Analysis Reports, Trip Generation and Trip Reduction Calculations, Signal Warrant Analysis, and etc.)
☐ Yes ☐ No Copies of any Reference Material

f. The internal design criteria for projects defined in **7.d.5 and 7.d.6** shall observe the following:

1. Streets, drives, parking, and service areas shall be for safe and convenient access for service and emergency vehicles. Streets shall be laid out to not encourage outside traffic to traverse the development or create unnecessary fragmentation of the project into small blocks. In general, the project shall be consistent with uses and shape of the site and convenience and safety of occupants and persons frequenting the project.

2. Vehicular access to collector and arterial streets or portions of streets from off-street parking and service areas shall be so combined, limited, located, designed, and controlled as to channel traffic to and from such areas conveniently, safely, and in a manner that minimize traffic friction and promotes free flow of traffic or streets without excessive interruption.

g. The external criteria for projects defined in **7.d.5 and 7.d.6**. shall observe the following:

1. Principal vehicular access points shall be designed to encourage smooth traffic flow with controlled turning movement and minimize hazards to vehicular or pedestrian traffic. Merging and turning lanes and/or traffic dividers shall be required where existing or anticipated heavy flows indicate need.

2. Such projects shall not be permitted access to a local street, buy may border or front on such a street

3. Pedestrian access, where provided, shall be by safe and convenient routes. Where there are crossings or pedestrian ways an vehicular routes at edges of the project, such crossings shall be safely located, marked, and controlled; and where such ways are exposed to substantial automotive traffic, safeguards including fencing may be required to prevent crossings except at designated points.

4. Driveway design must follow the AASHTO (A Policy on Geometric Design of Highways and Streets, Greenbook 2004) guidelines:

   Driveways are, in effect, intersections and should be designed consistent with their intended use. Ideally, driveways should not be located within the functional area of a roadway intersection or in the influence area of an adjacent driveway. The functional area extends both upstream and downstream from the physical intersection area and includes the longitudinal limits of auxiliary lanes.

   Chapter 3 (Driveways) of SCDOT ARMS shall be used as the guidelines for designing driveways for access.

h. To measure the relative impact of major subdivisions or site plans on the road network adjacent to such projects, the service levels of the affected streets shall be investigated.

1. The level of service for streets and roads is defined (according to the 1985 Highway Capacity Manual) in terms of vehicular delay. Delay is a measure of driver time. Varied and complex factors contributing to delay include intersection geometry, frequency of curb cuts, traffic volumes, signalization and cycle length, etc. **The quantitative measurements (delays in seconds per vehicle) are defined in the chapters of signalized intersections (Chapter 16) and of unsignalized intersections (Chapter 17).**

2. The various levels of service are classified A through F, depending on the delay factor and the traffic conditions as follows:

LEVEL OF SERVICE A
* Free flow conditions
*Low volumes
*Little or no delays
*Uninterrupted flow
*No restriction on maneuverability
*Drivers maintain desired speed

LEVEL OF SERVICE B
*Stable flow conditions
*Operating speeds beginning to be restricted

LEVEL OF SERVICE C
* Stable flow but speed and maneuverability restricted by higher traffic volumes
*Satisfactory operating speed for urban conditions
*Some delays at signals

LEVEL OF SERVICE D
*High density, but stable flow
* Restricted speeds
* Noticeable delays at signals
* Little freedom to maneuver

LEVEL OF SERVICE E
*Low, but relatively uniform operating speeds
*Volumes at or near capacity
*Approaching unacceptable delays at signals

LEVEL OF SERVICE F
*Forced flow conditions
*Stop and go operation

*Volumes below capacity may be zero

*Average vehicle delay at signals is grater than one minute

i. Application of Standards: All proposed major subdivisions or Site Plans shall be evaluated by the Zoning Administrator on the basis of their internal and external relationships, particularly as they impact surrounding street service levels. Where data calculations indicate that a proposed project will create a lower **than** level of service C for streets and roads in the City of Sumter or Sumter County said projects shall be mitigated to the satisfaction of the Zoning Administrator, or referred to the Planning Commission for review. **Mitigation may also be required when a project impacts the transportation network through a level of service reduction, even if it does not create a lower than level of service C.**

j. Review by the Sumter City-County Planning Commission when referred to the Planning Commission, the Commission may consult the South Carolina Department of Highways and Public Transportation, and other local and regional agencies involved in matters of transportation**. No section of this regulation is meant to overrule or supersede SC DOT required mitigation when State requirements are more stringent than the local authority.**

The review of the Commission may result in: 1) required modifications to the proposed use; 2) required modifications to the internal and/or external road network serving and impacted by the proposed use; 3) mitigation required **through additional right-of-way, signalization, on-site improvements;** off-site improvements; limiting frontage and access; or 4) denial with stated reasons for denial.

SECTION E: EFFECT OF FINAL PLAT APPROVAL (S.C. Code Section 6-29-1190)

7.e.1 Final plat approval for all subdivision of property shall confer upon the applicant the following rights:

1. To record the plat in the Sumter County Register of Deeds Office.

2. To proceed with the sale and/or transfer of lots and parcels in accord with the approved and recorded plat.

SECTION F: SPECIFICATIONS OF DOCUMENTS TO BE SUBMITTED

7.f.1. Purpose: The documents to be submitted are intended to provide the Sumter City-County Planning Commission with sufficient information and data to assure compliance with all Zoning and Development Standards Ordinance requirements. The specification of documents to be submitted is based on the type of development and the particular stage of development that a site plan or subdivision may be at.

7.f.2. Requirements: The documents to be submitted are shown in Exhibit 24 and on the following pages. This section of the Ordinance is designed to assist an applicant in meeting the requirements in 7.b.3. of this document. In specific cases and for documented reasons, **the Zoning Administrator** may waive the submission of a particular document **upon request and justification by the applicant**. The reasons for the waiver shall be **documented** in the **permanent case record.**

7.f.3: Documents to be Submitted:

a. Requirements for Sketch Plan (Note: this type of submittal is essentially a pre-review function for the benefit of the applicant. The submission of a sketch plan is not a requirement of this Ordinance).

1. Name, address of owner and applicant. The proposed title of the project or proposed subdivision;

2. Name and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in the preparation of the proposed subdivision plat or project;

3. Title block, tax map sheet number for property, county, and street location;

4. A location map showing location of tract with reference to surrounding properties, streets, and municipal boundaries if any are involved;

5. North arrow and scale;

6. Current and requested zoning including lot sizes, building coverage, open space, and parking lot location;

7. General location and size of existing or proposed structures;

8. Location of existing or proposed easements or land to be reserved for or dedicated to public use;

9. General location of existing streets, water courses, flood plains, wetlands, Carolina bays, state or county parks, or other known sensitive areas. General location of rights-of-way and/or easements on and within two hundred (200 ft.) feet of tract.

b. Minor Applications for Subdivision or Site Plan: (Note the requirements in 7.c.1.b.)

1. Name, address of owner and applicant. The proposed title of the project or the proposed subdivision;

2. Name, signature, license number, seal and address and phone number of engineer, land surveyor, architect, planner, and/or landscape architect involved in the preparation of the subdivision plat or project;

3. Title block, tax map sheet number for property, and street address;

4. A location map showing the location of the tract with reference to surrounding properties, street, and municipal and county boundaries;

5. North arrow and graphic and a numerical scale;

6. Current and/or requested zoning including typical lot area, width, depth, yard setbacks, building coverage, open space, buffer and landscape areas with description of plantings and planting materials, location of saved trees outside the buildable area, and parking;

7. Signature blocks for the Planning Director, Zoning Administrator, City or County Engineer, Project Engineer, Project Land Surveyor, Owner of Project;

8. Sheet size for a minor subdivision shall not be larger than 24” by 36”;

9. Acreage of tract to the nearest tenth of an acre. Total lots, number of lots, and minimum lot size. The proposed location and number of dwelling units (by bedroom type) for multi-family projects;

10. Date of original and all revisions;

11. Size and location of any existing or proposed structures with all setback dimensions shown. Location and dimensions of any existing or proposed streets and alley ways including all street right-of-way widths, street pavement widths, and street names;

12. All proposed lot lines and area of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100th) foot and bearings to the minute. Block letters and lot numbers in consecutive order. Minimum building setback lines as per zoning district requirements;

13. Copy and/or delineation of any existing or proposed deed restriction or covenants;

14. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on and within two hundred (200 ft) feet of the site.

15. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, drainage, telephone, electric and cable TV;

16. Landscape plans and details. Site identification signs, traffic control signs, and directional signs;

17. Parking plans showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions

18. Any preliminary architectural plans and elevations showing proposed main and accessory buildings and dimensions of structures drawn to scale.

19. Contour lines at vertical intervals of at least two (2 ft) feet for land with an average natural slope of four (4%) percent or less, and at intervals of at least five (5 ft) feet for land with an average natural slope exceeding four (4 %) percent.

20. All on site easements, railroads, utility transmission lines, culverts, bridges, storm drainage ditches, wooded areas, noise and accident potential zones around Shaw Air Force Base and the Sumter Airport, where applicable;

21. Meets and bounds descriptions of a project or a subdivision shall meet the standards in the South Carolina Land Surveying Regulations in Chapter 49, Article 4, Section 460;

22. A certification executed by a Registered Land Surveyor which contains a statement of the class of the survey performed followed by a statement as follows: "I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein."

c. **General Development Plan:** A General Development Plan (GDP) is a mechanism designed to permit the developer of a large scale project to go before the Sumter City-County Planning Commission with a description, but not full engineering details of a project, and secure formal approval of basic development parameters such as the total number of residential units and nonresidential square footage. Once having secured such approval, the developer proceeds with full engineering plans to be considered at the preliminary subdivision and site plan review stages. Once approval is granted the developer is vested for a period of five (5) years. Note: A General Development Plan is required with all multi-phase projects. The developer and any successor or future partner will be held to the GDP unless amended by the Planning Commission

1. Name, address of owner and applicant. The proposed title of the general development plan;

2. Name, address, and license number of the engineer, land surveyor, architect, planner, or landscape architect, involved in the preparation of the general development plan;

3. Tax map sheet number for property and street location;

4. A location map showing tract with reference to surrounding properties, street, municipal and county boundaries;

5. North arrow and scale. The scale shall be appropriate to a full understanding of the GDP;

6. A listing of required zoning relevant to the fulfillment of GDP. Indication of any necessary zoning changes within any portion of the tract;

7. Acreage of tract to the nearest acre;

8. General location and size of any existing or proposed structures and corresponding dimensions;

9. Copy and/or delineation of any existing deed restrictions or covenants;

10. Any existing or proposed easements or land reserved for or dedicated to public use;

11. Staging or phases anticipated for the general build-out of GDP;

12. Property owners and property lines of all parcels within two (200 ft) hundred feet surrounding the GDP identified on the most recent tax map sheet;

13. All existing streets, water courses, flood plains, wetlands, Carolina bays, or other sensitive environmental areas on or within two (200) hundred feet of the GDP;

14. Existing rights-of-ways and or easements on or within two (200) hundred feet of tract;

15. Any generally available utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV.

d. Major Application/Subdivision Preliminary and Final (Note: the requirements in 7.d.5. & 7.d.6; Note: Documents required may be different from the preliminary to the final plat. The final plat may be all-inclusive)

1. Name, address of owner and applicant. The title of the project or the completed subdivision in whichever phase number it may be;

2. Name, signature, license number, seal and address and phone number of engineer, land surveyor, architect, planner, and/or landscape architect involved in the preparation of the project or completed subdivision;

3. Title block, tax map sheet number for property, and street address;

4. A location map at a scale of 1,200’-1”, showing the location of the tract with reference to surrounding properties, streets, and municipal and county boundaries;

5. North arrow and graphic and numerical scale. North should be placed at the top left corner of all minor subdivision plans and site plans. The scale shall not be smaller than 100’-1”;

6. Signature blocks and state registration numbers (if applicable) for the Planning Director, Zoning Administrator, City or County Engineer, Project Engineer, Project Land Surveyor, Owner of Project;

7. Sheet size for a major subdivision shall not be larger than 24”by 36”;

8. Acreage of tract to nearest tenth of an acre. Total lots, number of lots, and minimum lot size.

9. Date of original and all revisions;

10. Current and/or requested zoning including typical lot area, width, depth, yard setbacks, etc.,

11. Meets and bounds descriptions of a major subdivision shall meet the standards in the South Carolina Land Surveying Regulations in Chapter 49, Article 4, Section 460;

12. A certification by a South Carolina Registered Land Surveyor or Civil Engineer which contains a statement as follows: "I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for Class ___ survey as specified therein."

13. All proposed lot lines and areas of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100th) foot and bearings to the minute. Block letters and lot numbers in consecutive order. Minimum front yard building setback lines as per zoning district requirements;

14. Copy and/or delineation of any deed restrictions or covenants;

15. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on and within two (200 ft) feet of the site;

16. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV.

17. Contour lines at intervals of at least two (2 ft) feet for land with an average natural slope of four (4%) percent or less, and at intervals of at least five (5 ft) feet for land with an average natural slope exceeding four (4 %) percent;

18. All on-site easements, railroads, utility transmission lines, culverts, bridges, storm drainage ditches, wooded areas, noise and accident potential zones around Shaw Air Force Base and the Sumter Airport, where applicable;

19. Parks, school site, and other areas, designated for public use if any, with any other conditions governing their use;

20. Correct street names and street address for all lots and parcels in accordance with the provisions of applicable street naming and property numbering requirements of the Sumter Assessor's Office;

21. Statement Acknowledging the Presence of Noise and/or Accident Potential Zones Delineation for the Shaw Air Force Base and/or the Sumter Airport with a statement stamped on the Final Plat as follows:

    "This Subdivision lies (wholly) or (partially) within a designated APZ and/or Noise Zone and is subject to the additional development requirements imposed by the Sumter City-County Zoning Ordinance".

22. Performance and/or Maintenance Guarantees as applicable.

e. Major Application/Final Site Plan:

1. Name, address of owner and applicant;

2. Name, signature, license number, seal and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in preparation of the site plan;

3. Title block, tax map sheet number for the property, and the street location;

4. A location map showing location of tract with reference to surrounding properties, streets, municipal and county boundaries;

5. North Arrow and numeric and graphic scale;

6. Signature blocks and state registration numbers (if applicable) for the Planning Director, Zoning Administrator, City or County Engineer, Project Engineer, Project Land Surveyor, Owner of Project;

7. Acreage of tract to the nearest tenth of an acre and the current and/or proposed zoning of the tract;

8. Meets and bounds description of a major site plan shall meet the standards in the South Carolina Land Surveying Regulations in chapter 49, Article 4, Section 460;

9. A certification by a South Carolina Registered Land Surveyor or Civil Engineer which contains a statement as follows: "I hereby state that to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class A survey as specified therein".

10. Date of original and all revisions;

11. Size and location of any existing or proposed structures with all setback dimensions shown. Location and dimensions of any existing or proposed streets and alley ways including all rights-of-way widths, pavement widths, and street names;

12. All proposed lot lines and area of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100th) foot and bearings to the minute. Minimum front yard building setback lines as per the zoning district requirements;

13. Copy and/or delineation of any existing or proposed deed restrictions or covenants;

14. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on within two hundred (200 ft) feet of the site;

15. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV;

16. Landscape plans and details. Site identification signs, traffic control signs, and directional signs;

17. Parking plans showing spaces, size and type, aisle width, curbs cuts, drives, driveways, and all ingress and egress areas and dimensions;

18. Any architectural plans and elevations showing proposed main and accessory structures;

19. Contour lines at vertical intervals of at least two (2 ft) feet for land with an average natural slope of four (4 %) percent of less, and at intervals of at least five (5 ft.) feet for land with an average natural slope exceeding four (4%) percent;

20. All on-site easements, railroads, utility transmission lines, culverts, bridges, storm drainage ditches, wooded areas, noise and accident potential zones around Shaw Air Force Base and Sumter Airport, where applicable;

21. Parks, schools sites, and other areas, designated for public use if any, with any other conditions governing their use;

22. Correct street name and street address in accordance with the provisions of applicable street naming and property numbering requirements of the Sumter Assessor's Office;

23. Statement acknowledging the presence of noise and/or accident potential zones delineated for the Shaw Air Force Base and/or the Sumter Airport with a statement stamped on the Final Plat as follows:

"This site plan shows property which lies (wholly) or (partially) within a designated APZ and/or Noise Zone and is subject to the additional development requirements imposed by the Sumter City-County Zoning Ordinance".

EXHIBIT 7-2
SUMMARY OF REQUIRED SUBMISSION DOCUMENTS

		Pre Application	Minor Application		Development Stage Major Application			
Item No.	**Description**	**Sketch Plan**	**Subdivision**	**Site Plan**	**General Development Plan**	**Subdivision Preliminary**	**Subdivision Final**	**Site Plan/Final**
1	Name, Address of Owner Title of Project	X	X	X	X	X	X	X
2	Name, Address of Engineer, etc.	X	X	X	X	X	X	X
3	Title Block, Tax Map Number	X	X	X	X	X	X	X
4	Location Map	X	X	X	X	X	X	X
5	North Arrow and Scale	X	X	X	X	X	X	X
6	Zoning Data	X	X	X	X	X	X	X
7	Location of Structures	X	X	X	X	X	X	X
8	Location of Easements	X	X	X	X		X	X
9	Streets and Natural Features	X	X	X	X		X	X
10	Signature Block for City/County Officials		X	X			X	X
11	Sheet Size		X	X		X	X	X
12	Acreage of Tract		X	X	X	X	X	X
13	Date(s) of revisions		X	X		X	X	X
14	Lot line dimensions		X	X		X	X	X
15	Utility Plans		X	X	X		X	X
16	Landscape Plans		X	X			X	X

EXHIBIT 7-2 (Continued)
SUMMARY OF REQUIRED SUBMISSION DOCUMENTS

		Pre-Application	Minor Application		Development Stage Major Application			
Item No.	**Description**	**Sketch Plan**	**Subdivision**	**Site Plan**	**General Development Plan**	**Subdivision Preliminary**	**Subdivision Final**	**Site Plan/Final**
17	Drainage Plans		**X**	**X**			**X**	**X**
18	Architectural Plans		X	X			X	X
19	Contour Lines		X	X			X	X
20	Meet & Bounds Description		X	X			X	X
21	Certification by Land Surveyor		X	X		X	X	X
22	Stages or Phases		X		X	X	X	X
23	Parks & School					X	X	X
24	Street Names and Addresses						X	X
25	Shaw Air Force Base Checklist					X	X	X
26	Performance Guarantee						X	X
27	Maintenance Guarantees						X	X