

# **ARTICLE NINE**

## **SPECIFICATIONS OF DOCUMENTS TO BE SUBMITTED**

### **SECTION A: PURPOSE**

**9.a.1.** 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.

### **SECTION B: REQUIREMENTS**

**9.b.1.** 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**.

### **SECTION C: DOCUMENTS TO BE SUBMITTED**

**9.c.1.** 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).

- a. Name, address of owner and applicant. The proposed title of the project or proposed subdivision;
- b. Name and address of engineer, land surveyor, architect, planner, and/or landscape architect involved in the preparation of the proposed subdivision plat or project;
- c. Title block, tax map sheet number for property, county, and street location;
- d. A location map showing location of tract with reference to surrounding properties, streets, and municipal boundaries if any are involved;
- e. North arrow and scale.
- f. Current and requested zoning including lot sizes, building coverage, open space, and parking lot location;
- g. General location and size of existing or proposed structures;

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

**9.c.2. Minor Applications for Subdivision or Site Plan: (Note the requirements in 7.c.1.b.)**

- a. Name, address of owner and applicant. The proposed title of the project or the proposed subdivision;
- b. 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;
- c. Title block, tax map sheet number for property, and street address;
- d. A location map showing the location of the tract with reference to surrounding properties, street, and municipal and county boundaries;
- e. North arrow and graphic and a numerical scale. The scale shall not be smaller than 100' – 1”;
- f. 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;
- g. Signature blocks for the Planning Director, Zoning Administrator, City or County Engineer, Project Engineer, Project Land Surveyor, Owner of Project;
- h. Sheet size for a minor subdivision shall not be larger than 24” by 36”;
- i. 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;
- j. Date of original and all revisions;
- k. 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;
- l. All proposed lot lines and area of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100<sup>th</sup>) foot and bearings to the minute. Block letters

and lot numbers in consecutive order. Minimum building setback lines as per zoning district requirements;

- m. Copy of any existing or proposed deed restriction or covenants;
- n. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on and within two hundred (200 ft) feet of the site.
- o. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, drainage, telephone, electric and cable TV;
- p. Landscape plans and details. Site identification signs, traffic control signs, and directional signs;
- q. Parking plans showing spaces, size and type, aisle width, curb cuts, drives, driveways, and all ingress and egress areas and dimensions
- r. Any preliminary architectural plans and elevations showing proposed main and accessory buildings and dimensions of structures drawn to scale.
- s. 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.
- t. 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;
- u. 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;
- v. 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."

**9.c.3. 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):

- a. Name, address of owner and applicant. The proposed title of the general development plan;
- b. Name, address, and license number of the engineer, land surveyor, architect, planner, or landscape architect, involved in the preparation of the general development plan;
- c. Tax map sheet number for property and street location;
- d. A location map showing tract with reference to surrounding properties, street, municipal and county boundaries;
- e. North arrow and scale. The scale shall be appropriate to a full understanding of the GDP;
- f. A listing of required zoning relevant to the fulfillment of GDP. Indication of any necessary zoning changes within any portion of the tract;
- g. Acreage of tract to the nearest acre;
- h. General location and size of any existing or proposed structures and corresponding dimensions;
- i. Copy and/or delineation of any existing deed restrictions or covenants;
- j. Any existing or proposed easements or land reserved for or dedicated to public use;
- k. Staging or phases anticipated for the general build-out of GDP;
- l. 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;
- m. All existing streets, water courses, flood plains, wetlands, Carolina bays, or other sensitive environmental areas on or within two (200 ft.) hundred feet of the GDP;
- n. Existing rights-of-ways and or easements on or within two (200 ft.) hundred feet of tract;
- o. Any generally available utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV.

**9.c.4. 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.”)

- a. Name, address of owner and applicant. The title of the project or the completed subdivision in whichever phase number it may be;
- b. 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;
- c. Title block, tax map sheet number for property, and street address;
- d. 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;
- e. 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”;
- f. 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;
- g. Sheet size for a major subdivision shall not be larger than 24” by 36”;
- h. Acreage of tract to nearest tenth of an acre. Total lots, number of lots, and minimum lot size.
- i. Date of original and all revisions;
- j. Current and/or requested zoning including typical lot area, width, depth, yard setbacks, etc.,
- k. 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;
- l. 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.”

- m. All proposed lot lines and areas of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100<sup>th</sup>) 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;
- n. Copy and/or delineation of any deed restrictions or covenants;
- o. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on and within two (200 ft) feet of the site;
- p. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV.
- q. 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;
- r. 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;
- s. Parks, school site, and other areas, designated for public use if any, with any other conditions governing their use;
- t. 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;
- u. 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.”**
- v. Performance and/or Maintenance Guarantees as applicable.

**9.c.5. Major Application/Final Site Plan:**

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

- c. Title block, tax map sheet number for the property, and the street location;
- d. A location map showing location of tract with reference to surrounding properties, streets, municipal and county boundaries;
- e. North Arrow and numeric and graphic scale.
- f. 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;
- g. Acreage of tract to the nearest tenth of an acre and the current and/or proposed zoning of the tract;
- h. 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;
- i. 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".
- j. Date of original and all revisions;
- k. 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;
- l. All proposed lot lines and area of lots in square feet. All lot lines with dimensions to the nearest one-hundredth (100<sup>th</sup>) foot and bearings to the minute. Minimum front yard building setback lines as per the zoning district requirements;
- m. Copy of any existing or proposed deed restrictions or covenants;
- n. All existing water courses, flood plains, wetlands or other environmentally sensitive areas on within two hundred (200 ft) feet of the site;
- o. Final detailed utility infrastructure plans, including sanitary sewer, water, storm water management, telephone, electric and cable TV;
- p. Landscape plans and details. Site identification signs, traffic control signs, and directional signs;

- q. Parking plans showing spaces, size and type, aisle width, curbs cuts, drives, driveways, and all ingress and egress areas and dimensions;
- r. Any architectural plans and elevations showing proposed main and accessory structures;
- s. 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;
- t. 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;
- u. Parks, schools sites, and other areas, designated for public use if any, with any other conditions governing their use;
- v. 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;
- w. 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 24**  
**SUMMARY OF REQUIRED SUBMISSION DOCUMENTS**

Item No.	Description	Pre Application	Minor Application		Development Stage Major Application			
		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 24 (Continued)**  
**SUMMARY OF REQUIRED SUBMISSION DOCUMENTS**

Item No.	Description	Pre-Application	Minor Application		Development Stage Major Application			
		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

