



Project Name: \_\_\_\_\_

File #: \_\_\_\_\_  
(City will assign)

# SITE DEVELOPMENT PERMIT APPLICATION & CHECKLIST

The applicant is **required** to attend a Pre-Application meeting prior to the submittal of the application. This requirement may be waived if the Director of Planning deems that it is not necessary. Please contact the Planning Department to schedule the meeting by emailing [cboyd@hardeevillesc.gov](mailto:cboyd@hardeevillesc.gov). The application is available online at [hardeevillesc.gov](http://hardeevillesc.gov).

**AN APPOINTMENT IS REQUIRED TO SUBMIT A SITE DEVELOPMENT PERMIT APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**

Please contact the Planning Department at 843-784-2231 or [cboyd@hardeevillesc.gov](mailto:cboyd@hardeevillesc.gov) to schedule an appointment. All fees are required to be verified prior to scheduling the submittal meeting.

## INSTRUCTIONS

- Fill out the following application and checklist completely prior to submission.
- Files shall be submitted in PDF format to the Dropbox Folder set up by Planning Staff.
- Current applications and City ordinances may be found on the City’s website ([hardeevillesc.gov](http://hardeevillesc.gov)) or at City Hall.
- Place a check mark on each line if you have complied with that item. Indicate with N/A if the item does not apply to your project.
- This checklist is only a guide. All state and local subdivision requirements cannot be reflected on this checklist. City ordinances can be obtained from the City of Hardeeville at our website or at city hall.
- Please refer to the “Submittal Schedule” for submittal deadlines ([hardeevillesc.gov](http://hardeevillesc.gov)).
- Your Staff Contact will confirm that they have received the submittal. They will schedule aa SRC Meeting, typically 2-3 weeks from submittal date.

**Do Not Write Below – Staff Use Only**

Accepted for Processing by: \_\_\_\_\_ Date: \_\_\_\_\_

**REQUIRED ITEMS FOR SUBMITTAL PACKAGE:**

- \_\_\_ 1. Application/checklist
- \_\_\_ 2. One hard copy of prints (24" X 36") or (22" X 34") including the items listed in the checklist.
- \_\_\_ 3. Filing Fee (calculation listed below)
- \_\_\_ 4. Project narrative
- \_\_\_ 5. Letters of intent from utility providers (If not available at time of app., submit copy of requests)
- \_\_\_ 6. Additional permits, approvals, and/or correspondence from other agencies

**FEES And Amendments**

Plan Review Fee:	\$ _____
Development Review Fee Account (DRFA) Deposit:	\$ _____
<b>BOTH FEES</b> due at the time of application submission. Please see attached fee schedule for details.	

**COMPLETENESS REVIEW REQUIREMENTS**

The completeness review is a pre-review of the submittal package to confirm that the required documents and information have been submitted in order to confirm that the application is ready for review by City Staff. The minimum required items are listed below for the first submittal of the application.

- 1. All items listed above in the "Required Items for Submittal Package" list shall be included.
- 2. All documents shall be legible.
- 3. Resubmittals shall include a comment response memo indicating how SRC comments have been addressed.

Project name/phase: \_\_\_\_\_

Is this project a Planned Development District (PDD), If yes which PDD: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

TMP: \_\_\_\_\_

Total Acreage: \_\_\_\_\_

**Residential**

Detached: \_\_\_\_\_ Number of New Residential Units: \_\_\_\_\_

Attached: \_\_\_\_\_ Number of Parking Spaces: \_\_\_\_\_

**Commercial/Industrial**

Indicate Whether it is a New Building(s) or Addition/Remodel: \_\_\_\_\_

Total Gross Sq. Ft. of Building(s): \_\_\_\_\_ Number of Parking and Loading Spaces: \_\_\_\_\_

**Other Development**(Please provide information in the project narrative)

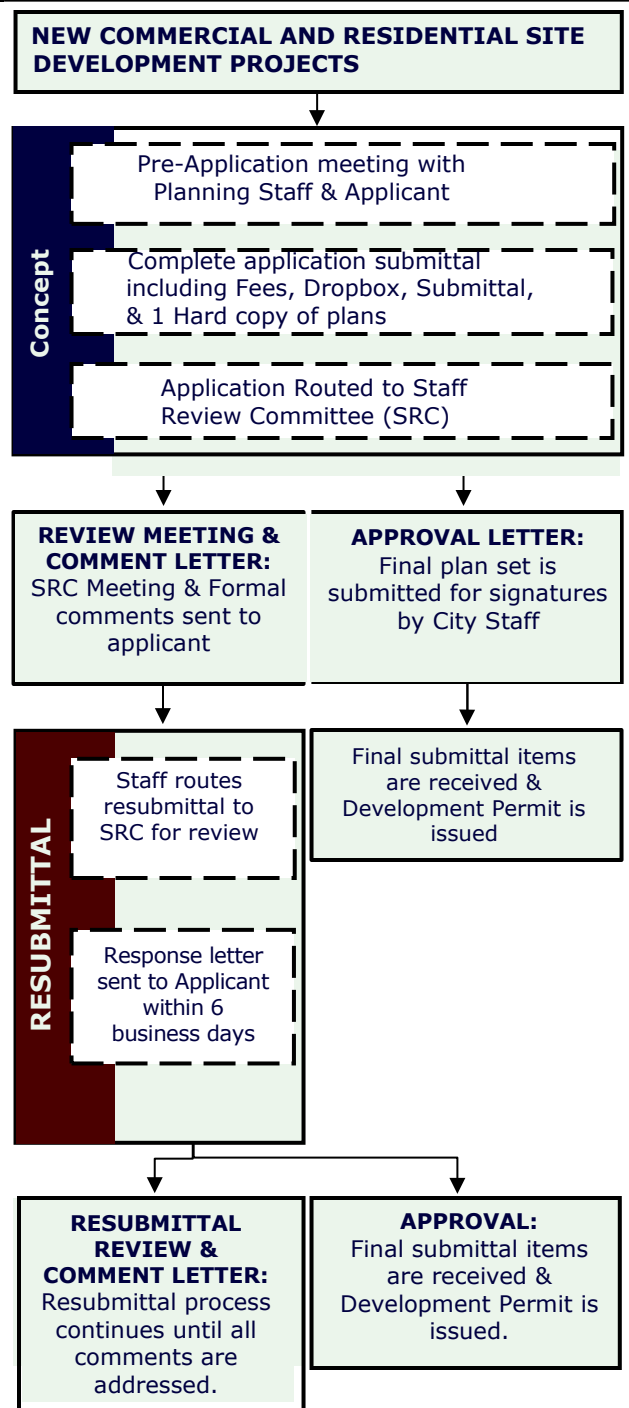
Institutional/Civic: \_\_\_\_\_ Road/Infrastructure/earthwork mgmt.: \_\_\_\_\_ Other: \_\_\_\_\_

**Amended Application**

Provide amended information: \_\_\_\_\_

## SITE DEVELOPMENT REVIEW PROCEDURE

1. **Pre-Application meeting:** Before submitting plans, please meet with Planning & Development staff to discuss your project. At this meeting, you'll receive some initial feedback and go over the development process, submittal requirements, and expectations. Staff encourages you to bring preliminary plans or concepts with you.
2. **Submittal:** Files will be submitted through Dropbox account ([www.dropbox.com](http://www.dropbox.com)). Following the Pre-application meeting staff will set up the submittal folder for you.
3. **SRC Meeting and Initial Review**
  - a. **Initial Review:** During the period before the meeting, the SRC will review the plans and come up with a list of preliminary comments to share at the SRC meeting.
  - b. **SRC Meeting:** At the SRC meeting, you'll hear the preliminary comments from the review. From the dialogue, some comments can be answered, clarified, or stricken.
  - c. **Format Comments:** After the meeting, the SRC will finalize its review comments and will send a Formal Comment letter, typically within 7 days. You are free to make edits to your plans, but you will need to wait until you receive a Formal Comment letter before you can resubmit.
4. **Resubmittal**
  - a. Response Letter
  - b. Resubmittal Items
5. **Approval**
  - a. Stamped Plans – Due to state law, the City requires that all approved plans shall be in hard copy form.
  - b. On-site Requirements – One set of stamped plans and exhibits AND the original copy of the development permit shall be on the construction site at all times.
  - c. Revisions – If changes need to be made to plans, please inform your Staff Contact.
6. **Next Steps**
  - a. Subdivisions – Before lots can be sold, a final plat will need to be approved by the City and recorded by the appropriate county. This is a separate submittal process.
  - b. Buildings and Structures – Schedule a meeting with the Building Official and the Building Permit Technician to discuss inspections and permitting requirements for vertical construction.
  - c. Prior to completion, you will need to submit "As Built Survey" in order to obtain a Certificate of Compliance.
  - d. Planning Staff will inspect the site to ensure compliance.



**APPLICANT INFORMATION:**

**Please Note:** The signature of owner authorizes City of Hardeeville staff to visit and inspect the property for which this application is being submitted. The signature also indicates that the applicant or his/her agent has reviewed the requirements of this checklist and all items on this checklist have been addressed and complied with. If there are multiple property owners, one notarized form per owner is required. Approval of this application and the related plat or plans does not constitute the approval of variances or waivers to ordinance requirements. Applicant is responsible for compliance with all applicable ordinance unless a variance, waiver, or exception has been specifically approved.

The agent is the official contact person for this project and the single point of contact. All correspondence and communication will be conducted with the agent. If no agent is listed, the owner will be considered the agent.

**(Check One):**

I, the owner, will represent this application with the City of Hardeeville.

I, the owner, hereby authorize the person named below to act as my agent in processing this application with the City of Hardeeville.

**OWNERSHIP INFORMATION:**

**Owner Name (Company or Individual):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

*(If property ownership is in the name of a partnership, corporation, joint venture, trust or other entity, please list the official name of the entity and the name of the managing partner.*

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

*By signing this form, the owner of the property authorizes the City of Hardeeville to begin proceedings in accordance with the process for the type of application indicated above. Owner further acknowledges that submission of an application does not in any way obligate the City to approve the application. By signing this form the owner of the property authorizes the City of Hardeeville to enter upon the property to perform all necessary inspections and acknowledges that the construction will be in accordance with the City of Hardeeville standards and the approved construction documents.*

*By indicating an agent on the application, the property owner authorizes the agent to represent the request and all official contact will be between the City of Hardeeville and the agent.*

**Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT OR REPRESENTATIVE/ENGINEER:**

If an agent is representing the owner of the property, please complete the following information:

**Applicant/Rep:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

Review Fee: \_\_\_\_\_ DRFA Deposit: \_\_\_\_\_

*I hereby attest that I prepared this application/checklist and that all information shown hereon is correct and complete to the best of my knowledge:*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

## SITE DEVELOPMENT CHECKLIST

Please note that this checklist is intended to describe the general scope of site development permit applications. Additional information may be required to assure ordinance compliance. The owner/agent shall initial each line item confirming the requested information is included with this application. All ordinance references are to the Composite Zoning Ordinance unless otherwise specified.

**Please check off all items. Write n/a if the item is not applicable to this project.**

### GENERAL:

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1. The following plan sheets shall be submitted, as applicable:
  - Cover Sheet
  - General Notes
  - Property Plat
  - Existing Conditions & Demolition Plan
  - Erosion & Sedimentation Control Plan
  - Grading & Drainage Plan
  - Site Plan
  - E911 Addressing
  - Utility Plan
  - Paving Plan
  - Lighting Exhibit
  - Landscape Plan
  - Parking Exhibit
  - Fire Protection Exhibit
  - ADA Route Plan
  
2. Documents
  - \_\_\_ Development Permit Application
  - \_\_\_ Letters of intent from utility providers
  - \_\_\_ Additional permits, approvals, and/or correspondence from other agencies
  - \_\_\_ Traffic impact Analysis
  - \_\_\_ Geotechnical Report
  - \_\_\_ Stormwater Maintenance Plan
  - \_\_\_ Stormwater Report
  
3. Cover Sheet
  - \_\_\_ Vicinity Map
  - \_\_\_ Name and Address of Owner, developer, and contractor
  - \_\_\_ Title, scale, north arrow, date, and name of Engineer
  - \_\_\_ Signature and seal of SC Licensed Professional Engineer
  - \_\_\_ Applicant's certification statement
  
4. All sheets shall include the following:
  - \_\_\_ Name and Phase of development
  - \_\_\_ Date(s), including original submittal date and revision history
  - \_\_\_ Name & seal of registered professional
  - \_\_\_ Name of city & county
  - \_\_\_ Location of address
  - \_\_\_ Tax map parcel (TMP) number
  - \_\_\_ North arrow & graphic scale
  - \_\_\_ Size (SF), finished floor elevation
  - \_\_\_ Height of all buildings; and location, size and type of all markers, monuments, and easements (proposed and current).
  
5. Include this information in the project narrative
  - \_\_\_ Project size (acreage/SF)
  - \_\_\_ Length of new roads (measured from centerline), if applicable

- Proposed land use (type of business, types of residences, etc.)
- Current conditions of the land (topography, soils, flora, etc.)
- Floodplain information (flood zone and base flood elevation)
- Location to nearest fire station
- Number of parking spaces (including ADA spaces as required)
- Proposed construction start/completion dates
- Any additional information requested by staff

6. Property Plat

- Name and address of owner of record
- Proposed name of subdivision/development, date, north point, and graphic scale
- Name and seal of registered surveyor
- Vicinity map showing location of proposed subdivision/development.
- Tract boundaries and total acreage
- Tree and Topographic Survey

7. Site Plan

- Location of existing/proposed easements
- Setbacks
- Location of all structures, fences, parking, and other improvements
- Special Flood Hazard Area Boundaries
- Base Flood Elevation
- Dumpster enclosure detail
- Fence details including height, materials, and location
- Retaining wall details
- Location of proposed freestanding signs

8. Erosion and Sedimentation Control Plan

- Land Disturbance permits
- Limits of disturbance
- All drainage provisions: erosion and sediment control measures, vegetative practices, or other protective devices.
- Erosion control plan to include Construction Sequence

9. Grading and Drainage Plan

- Drainage report
- Calculations
- Exhibits

10. Paving Plan

- Layout of proposed streets, whether public or private, as to the arrangement, width, grade, and location.
- Locations, arrangements, width, and grade of all proposed sidewalks.
- Road and sidewalk closure plan

11. Utility Plan

- Existing utility easements whether they be water, sewer, power, communications, etc.
- Proposed and existing utility plan for other utilities such as electrical, telephone, and gas service to and throughout the subdivision/development.
- Approval letters from all utility companies.

12. E911 Addressing

- Address Numbers
- Street Names
- Confirmation of approval from Jasper County or Beaufort County addressing department

13. Lighting Exhibit

- Site Lighting plan at a scale of one (1) inch to (20) feet or other scale acceptable to the Planning Director.
- Specifications for all proposed lighting fixtures including fixture design, type of lamp, wattage, designation of "cutoff" fixtures, and other descriptive information on the fixtures.
- Mounting height and placement of all exterior lighting fixtures.

14. Landscape Plan

- Plans showing designated areas to be reserved for landscaping.
- Indicate the location and dimensions of landscaped areas, plant materials, decorative features, irrigation etc.
- Provide plant schedule, including plant size, plant type, and caliper.
- Open space calculation

15. Parking Exhibit

- Detail and location of all off-street parking and Loading
- Parking space details (Number of spaces)
- Location of all landscape islands

16. Fire Protection Exhibit

- Drawings are provided.
- Elevation renderings must be included on the site plan submittal. This includes all ADA elements.
- Required fire department access roads are a minimum unobstructed 20 ft. in width and 13 ft. 6 in. clear height, IFC 503.
- All roadways that have fire hydrants located on them must have a minimum unobstructed width of 26'. IFC Appendix D
- No "No Parking Fire Lane" signs/stripping are provided at AHJ prescribed locations, IFC 503.
- Required fire department access roads are designed to support an apparatus with a gross axle weight of 75,000 lb, engineering specifications are provided, IFC Appendix D.
- Required fire department access roads are an all-weather driving surface such as asphalt, concrete, chip seal (oil matting), or similar materials, IFC 503.
- The proposed building must have an emergency vehicle access road within 150 ft. of any exterior portion of the structure, if not, a fire department access road must be provided, IFC 503.
- Aerial Access Lanes must be provided on all buildings with an eave height that is greater than 30'. Aerial access lanes must be identifiable by striping and signage. (No Parking)
- The grade for required fire department access road does not exceed 10 percent unless approved by the Fire Marshal, IFC Appendix D.
- An alternative to the 10-percent grade restriction could be the following: If the grade exceeds 10 percent, the first portion of the grade shall be limited to 15 percent for a length of 200 ft. and then 15 percent to 20 percent for a maximum of 200 ft., repeat the cycle as necessary unless the building is sprinklered. On a case by case basis when approved by the Fire Marshal.
- The dead-end fire department access roads (s) in excess of 150 ft. are provided with a turn-around, IFC 503.
- The turn-around cul-de-sac has an approved inside and outside radius, e.g., 30 ft. and 50 ft., respectively, a hammerhead design is a minimum 70 ft. L x 20 ft. W, or another approved design may be used, IFC 503, Appendix D.
- The turning radius for emergency apparatus roads is 30 ft. inside and 50 ft. outside radius or as approved by the Fire Marshal.
- Fire department access roads shall be constructed and maintained for all construction sites.

\_\_\_ Dead-end streets in excess of 150 ft. resulting from a phased project are provided an approved temporary turnaround, IFC 503.

\_\_\_ Provide a Fire Apparatus Exhibit showing routes, accesses, as well as the largest emergency vehicles used by the City of Hardeeville on the plan. Coordinate with the Fire Marshal for up to date fire apparatus specifications.

\_\_\_ Traffic Calming Devices must comply with SCDOT standards.

\_\_\_ Private hydrants and private water mains may occur during the project plan review phase. Please consult with BJWSA for additional approval and requirements.

\_\_\_ A fire flow test and report is provided to verify that the fire flow requirement is available. Consult with BJWSA for flow data.

\_\_\_ Water Calculations are provided for all lines pertaining to fire suppression operations.

\_\_\_ All underground piping for fire suppression up to the +1 connection is on the site plan submittal.

\_\_\_ Pipe size, depth, materials, valves, etc. Must be included in the site plan submittal.

\_\_\_ Other water supplies (wells, tanks, dry hydrants), where applicable, must be included in the site plan approval.

\_\_\_ Fire Hydrants must be spaced every 500 feet in all one- and two-family developments and meet fire flow requirements. IFC Appendix B & C

\_\_\_ Fire Hydrants in multifamily and commercial/industrial developments must comply with required flow and spacing. IFC Appendix B & C

\_\_\_ Water mains and pipe sizes are detailed on the site plan, IFC 507.

\_\_\_ Fire Department Connections shall be remote from the building. Hydrants servicing FDC's must be less than 100' of the FDC.

\_\_\_ Post Indicator Valves required in all fire protection systems.

\_\_\_ Backflow Prevention for fire protection systems are required. No roadway valves or underground valve pits permitted. Must be approved by BJWSA as well.

\_\_\_ All PIV's, FDC's, Backflow Prevention, and the hydrant that serves them needs to be grouped together if possible.

\_\_\_ Thermal Boxes required for all outdoor Back Flow Prevention Devices.

\_\_\_ Any backflow prevention devices that are approved by BJWSA that will be located inside the structure must have a door with direct access to that room.

\_\_\_ Screening required for fire appurtenances must be approved by Planning/Zoning, BJWSA, and the Fire Marshal. A 5' clean inside radius is the minimum clear space that is required.

\_\_\_ All water mains and hydrants shall be installed and operate as soon as combustible materials arrive on a construction site.

\_\_\_ Any non-privatized hydrants located on a site cannot be locked behind a fence that is not equipped with the Click2Enter requirements.

#### 17. Accessibility (ADA)

\_\_\_ Include an accessibility plan for all buildings, structures, and facilities with all ADA elements, signage, and spaces. Reference the latest IBC adoption and ICC A117.1.

\_\_\_ An accessible route within the site shall be provided from public transportation stops, accessible parking, accessible passenger loading zones, and public streets or sidewalks to the accessible building entrances and exits served.

\_\_\_ Accessible parking and van parking spaces must comply with the latest IBC and ICC A117.1 adoption.



# FEE SCHEDULE

Development permit projects are subject to two (2) separate check payments, both of which are due upon the receipt of an application. Fees are set by City Council and may be subject to change. Check with your Staff contact to verify fee totals.

The two payment are a **Plan Review Fee** (toward City's general fund) and a deposit towards the **Development Review Fee Account**, to help pay for contracted services.

## **PLAN REVIEW FEE**

The Plan Review Fee is based upon the location, type, and size of project that is being reviewed.

### **Planned Development District (PDD)**

Residential:	\$1000 + \$125 per lot/unit
Commercial/Industrial:	\$1000 + \$0.06 per gross sq ft
Other:	\$1000 + \$0.03 per gross sq ft

### **Non PDD Areas**

Residential (under 5 units):	\$250 + \$75 per lot/unit
Residential (5 or more):	\$500 + \$125 per lot/unit
Commercial/Industrial (under 10,000 sf):	\$250 + \$0.06 per gross sq ft
Commercial/Industrial (10,000 sf or more):	\$1000 + \$0.06 per gross sq ft
Other:	\$1000 + \$0.03 per gross sq ft

## **DEVELOPMENT REVIEW FEE ACCOUNT (DRFA)**

Deposit checks for an application shall be placed in the DRFA in the name of the applicant and are used to pay the fees for the City's consulting firms assisting in the Staff Review Committee.

If the billable hours from the consulting firm(s) exceed the initial deposit amount and creates a negative balance, the City has the right to bill additional hours directly to the applicant.

Once the Development Permit is issued, the City will remit to the applicant any remaining balance in the account without interest. The Planning Director shall have final determination for deposit adjustments, additions, or remittance.

### **Residential**

Under 2 acres:	\$1,000
2 ac- up to 5ac:	\$400/acre or fraction thereof, but not less than \$1000
5 ac – up to 20 ac:	\$400/acre or fraction thereof, but not less than \$2000
20 or more acres:	\$400/acre or fraction thereof but not less than \$6000 or more than \$25000

### **Commercial/Industrial/Other**

Less than 10,000 sq ft	\$2500
Between 10,001 to 20,000 sq ft	\$3500
Between 20,001 to 30,000 sq ft	\$4500
Between 30,001 to 40,000 sq ft	\$7500
40,001 or more sq ft (or acres)	\$10000

