

SUBDIVISION CONCEPT PLAN SUBMITTAL CHECKLIST

TITLE SHEET (general information)

- 1. Project Information: Project name, address, Tax Map Number(s) and location (i.e. Johns Island, City of Charleston, Charleston County, SC)
- 2. Contact Information:
 - a. Property owner(s) of record
 - b. Applicant(s) – name and contact information.
 - c. Engineering, Surveyor, Professional Consultant – name(s) and contact information.
- 3. Property map showing the general configuration of proposed subdivision.
- 4. Location map showing relation of property to other subdivision phases, other developments and surrounding area.
- 5. Plan preparation date (mm/dd/yyyy) with each revision date(s) noted too (mm/dd/yyyy)
- 6. Sheet Index.

SURVEY OF EXISTING CONDITIONS

- 1. Title, date of survey (with revision dates noted), graphic & numeric scale (no smaller than 1" = 200') and location map.
- 2. North arrow and source.
- 3. TMS number(s) and references to previous plats and/or deeds.
- 4. Existing addresses noted.
- 5. Acreage: Gross acreage and Net acreage.
- 6. Courses and distances of the perimeter of the tract being subdivided and distance to nearest street intersection.
- 7. Charleston city limit line.
- 8. Locations of existing structures or other significant physical features existing on the tract (ie. buildings, fences, walls, hedgerows, driveways, known cultural or historical resources and/or archeological sites and cemeteries, etc).
- 9. All intersecting boundaries or property lines with the full names of owners, TMS numbers and zoning classifications of adjoining properties.
- 10. Locations and names of water courses (natural and manmade) within or adjoining the tract.
- 11. OCRM critical area: Show OCRM approved critical line delineation and provide OCRM critical line verification statement signed and dated. Show any existing buffers and note buffer width.
- 12. Wetlands: Show the Corps of Engineers approved wetland delineation line and required buffer area (if applicable). Note verification information and/or permit number. Show any existing buffers and note buffer width. Note jurisdictional and nonjurisdictional.

SURVEY OF EXISTING CONDITIONS (cont'd)

- 13. Tree survey in accordance with Section 54-328 of the Zoning Ordinance and tree assessment. Identify tree by number, species and DBH. Assessment to include health grading for all surveyed trees.
- 14. Zoning of the property and Old City Height District (if applicable). Show boundaries if a property falls within more than one district
- 15. Flood Zone designation(s), flood zone line(s), community panel number and flood map date.
- 16. The location of names and right-of-way widths of existing streets & railroads within/adjoining the tract. Note ownership/maintenance (i.e. city, state, county, private, community)
- 17. All existing easements with description, width and centerline data (if applicable).
- 18. Existing utility installations (size and type).
- 19. Driveway location(s) - Existing on the property and across the street for residential and commercial.
- 20. Encroachments: Identify all existing encroachments.
- 21. Curve/line data tables.
- 22. Legend of symbols
- 23. Property markers - provide description of all markers including size and material, found or set.
- 24. Note identifying if and how water and sewer are currently provided to the property (e.g. public, utility provider, private well, private septic, etc.)
- 25. Topography: show existing contours in 1-foot intervals with spot elevations.
- 26. Registered Land Surveyor certification of the preparer of the survey. Certificate of Accuracy provided by the registered professional land surveyor that the plat accurately reflects a "Class A" survey.

LAYOUT PLAN

- 1. Title, plan date (with revision dates noted), graphic & numeric scale.
- 2. Purpose Note: The **first** note on plan describing subdivision's purpose. This note should identify how the proposed project complies with the official City plans (e.g. Century V Comprehensive Plan, John Island Plan, Glenn McConnell Plan, etc).
- 3. TMS number(s) and references to previous plats and/or deeds.
- 4. Legend of symbols
- 5. North arrow and source.

LAYOUT PLAN (cont'd)

- 6. Land Use/Site Data Table - Provide the following information for the entire subdivision.
 - a. Gross acreage
 - b. Net acreage
 - c. Natural features acreage (e.g. wetland acreage, critical area acreage, water body acreage, etc.)
 - d. Open space acreage. ND, GP, PUD & Cluster Development projects shall provide open space acreage information per Zoning Ordinance requirements.
 - e. Land use area acreage (e.g. commercial acres, mixed-use, single-family, multi-family, etc.). ND, GP & PUD projects shall provide land use acreage information (including % area) per Zoning Ordinance requirements.
 - f. Total maximum number of lots. Total number of residential units for mixed-use or multi-family developments.
 - g. Net density = total number of residential lots and/or units divided by net acreage
- 7. Block layout: Blocks shall provide for convenient access, circulation, control and safety of street traffic. Blocks shall not exceed the maximum allowed length. Individual lots do not have to be shown.
- 8. Lots: Individual lots do not have to be shown, however the types of lots/uses proposed should be provided (e.g. single-family, townhouse, multi-family, commercial, civic)
- 9. Open space, public use areas, amenity areas and recreational areas - - identify location (more detail to be provided on Open Space Plan)
- 10. Show proposed street layout within the development including connections to existing streets and adjacent properties. Streets should be identified as public or private. Note R/W width and provide cross-sections showing all right-of-way elements. For all ND, GP & PUD projects, label Street Types and note linear footage.
- 11. Proposed new street names must be labeled on the plan and names must be reserved with City GIS & Charleston County.
- 12. Rights-of-way/Streets: show the locations, names and ROW widths of all existing streets and railroads within 150 feet of the property boundary with ownership and maintenance (state, county, city, community, private etc.) noted. Show all proposed improvements to existing public roadways (i.e. widening existing streets for turn lanes, etc).
- 13. Tree survey and tree protective zones in accordance with Section 54-328 of the Zoning Ordinance. Identify tree by species and DBH.
- 14. OCRM critical area: Show label OCRM critical line and any required critical line buffers and buffer setbacks.
- 15. Wetlands: Show the Corps of Engineers approved wetland delineation line and required buffer area (if applicable). Note jurisdictional and nonjurisdictional.
- 16. Charleston city limit line.
- 17. Buffers: Show landscape buffers required per Zoning Ordinance requirements.
- 18. Driveway location(s) - Proposed for commercial subdivisions.

- 19. Existing & proposed easements with description/width.
- 20. Build-to lines and build-to zones (a.k.a. front setback line) for ND, GP and Daniel Island properties.
- 21. Flood Zone: Show and label flood zone line(s).
- 22. Master Plan must be prepared by a professional land surveyor, civil engineer or professional land planning consultant.

TRAILS & OPEN SPACE PLAN

- 1. An open space plan is required for all Neighborhood Districts, Gathering Places, PUDs and Cluster Developments per the Zoning Ordinance. Though encouraged, open space is not required for conventional subdivision development.
- 2. Title, plan date (with revision dates noted), graphic & numeric scale.
- 3. Provide open space acreage table. Note usable open space acreage, passive open space acreage, other HOA common areas, etc. HOA common areas that do not satisfy the definition of open space or usable open space per the City of Charleston Zoning Ordinance shall not be counted as open space or usable open space (drainage ponds, ROW islands, leftover slivers of land, etc).
- 4. Pedestrian trails and bike paths: Show circulation within the development and proposed connections to existing streets and adjacent properties. Identify whether items will be within or outside of proposed ROW areas. Note width of trails and bike paths.
- 5. Public facilities – Label proposed location of lands to be dedicated to the City of Charleston for public use.
- 6. Identify the location, proposed use, proposed ownership and maintenance of all open space areas. Label/identify all open space areas by type/use.

GRADING & DRAINAGE PLAN

- 1. Title, plan date (with revision dates noted), graphic & numeric scale.
- 2. Block, street and open space layout shall be shown.
- 3. Public infrastructure easements: Identify existing utility or drainage easements, including any to be abandoned, or relocated. Identify new utility easements for new transmission lines (water, sewer, gas and/or electric).
- 4. Conceptual grading and drainage plan - The plan shall show existing and proposed grades, locate all existing easements and intended outfalls. The plan shall provide directional arrows showing stormwater flow and shall show the location of proposed major drainage facilities and associated easements. The plan shall be prepared by a qualified land planning professional.

UTILITY PLAN

- 1. Title, plan date (with revision dates noted), graphic & numeric scale.
- 2. Block, street and open space layout shall be shown.
- 3. Show and describe any existing utility easements, including any to be abandoned, or relocated. Show new utility easements for new transmission lines (water, sewer, gas and/or electric).

UTILITY PLAN (cont'd)

- 4. Show any proposed major transmission lines and associated proposed easements for electrical, gas, wastewater/sewer, and water.

- 7. School District Service: For all residential subdivisions with 200 or more lots/units, provide a coordination letter from Charleston County School District or Berkeley County School District indicating that the school district is knowledgeable of the proposed development and the ability to accommodate students at existing school sites or the need for additional school sites

ADA ACCESSIBILITY PLAN

- 1. Provide ADA Accessibility Plan or ADA inclusive statement on title sheet.

PHASE PLAN

- 1. Title, plan date (with revision dates noted), graphic & numeric scale.
- 2. Block, street and open space layout shall be shown.
- 3. Phase lines shall be shown and phases shall be numbered. If applicable, identify any pertinent development data/information associated with development phases.

FIRE PROTECTION PLAN

- 1. See page 4 of this checklist.

SUPPORTING DOCUMENTS

- 1. Digital copy: Provide one copy of the concept plan (all components) in Adobe Portable Document Format (PDF) on a CD.
- 2. Preliminary Drainage Study: For residential subdivisions consisting of ten (10) or more acres, provide two copies of the Preliminary Drainage Study with the Concept Plan. The drainage study and plan shall be of sufficient detail to assess the preliminary sizing and location of all major drainage facilities proposed and associated easements. The plan shall locate all existing easements and intended outfalls. The plan shall support compliance with all current drainage policies of the City. A full basin study may be required as part of the preliminary drainage study and plan in basins with known drainage problems, as determined by the Engineering Division.
- 4. Traffic Study: For residential subdivisions with 50 or more lots/units, submit two copies of the Traffic Impact Study with the Concept Plan to the Zoning Division.
- 5. Water & Sewer (Public): Letter from Charleston Water Systems, James Island Public Service District, St. Johns Water Company, etc. indicating public water and/or sewer capacity and availability for all new development.
- 6. Water & Sewer (Private): Letter or permit indicating private water and/or private septic approval by the South Carolina Department of Health and Environmental Control (SCDHEC). A stamped copy of the concept plan showing preliminary approval signed and dated by SCDHEC shall also suffice.

Fire Marshal Division

Information Bulletin



Site Plan Review Information

A site plan is a crucial first step in the plan review process for new construction or substantial renovation projects and helps to ensure the project is headed in the right direction. In order to make sure the site plan submittal is successful we have established several minimum elements that must be included in order to initiate a site review. Please develop a plan entitled “Fire Protection”, or similar, that includes the following:

Building Information

1. Provide the construction type (IBC), total square footage, stories above and below grade.
2. Will the project include a fire sprinkler system?
3. Indicate or describe any anticipated fire separations or fire walls.
4. Indicate the location of any fuel storage tanks, vaults, or pits.

Hydrants

5. Indicate all existing hydrants in the area or at least within 500’ of the project. Fire hydrant quantities and spacing must be approved. Guidance may be found in the appendix of the IFC. Hydrants located outside of drawing area may be indicated by a measurement from a known reference point.
6. Indicate the size and type of water mains servicing the fire protection (hydrants, sprinkler, etc.).
7. Provide the available fire flow at the site, measured at 20 PSI residual pressure, available for firefighting.
8. Indicate the required fire flow in accordance with an acceptable calculation method. Basic guidance may be found in the appendix of the IFC. Flow rate reductions must be submitted for review and approval.
9. Indicate the locations of Fire Department Connections. Connections must be at least 40 feet away from the building and no closer than 20’ but no further than 100’ from a hydrant.
10. Hydrants shall be clearly identified and color coded. Private hydrants shall be painted red, public hydrants shall be painted yellow. Private hydrants shall have the bonnet and caps color coded in accordance with NFPA 291 after verification flow testing has been completed.

Access

11. Provide fire apparatus access road in accordance with IFC 2006 section 503. It may be necessary to provide a vehicle overlay to verify turn radius – utilize a template for a 40’ straight frame vehicle.
12. Access roads must be provided within 150 feet of all points of the structure and the minimum road width of 20’ for all fire access lanes. Any deviations must be approved.
13. Access roads must be designed to meet the imposed loads of fire apparatus and shall be constructed of an all-weather driving surface. Fire Apparatus design weight shall be 75,000 lbs. All fire access roads shall be inspected by a third party inspector approved by the Charleston Fire Marshal Office.
14. Indicate any substantial grade changes along a fire apparatus access route.
15. Provide an approved turn-around for any access roads greater than 150 feet.
16. Fire lane signs and stripping will be required in front site hydrants, fire department connections, or other critical areas subject to obstructions. Indicate all anticipated fire lanes on the plan. Contractors should receive approval for striping and signage prior to initiating work.

Key Box

17. A key box for fire department use will be required on buildings equipped with an automatic fire sprinkler or fire alarm system. A key override system shall be provided for secured gates along fire apparatus access routes. The Charleston Fire Department utilizes the “Knox” key system.