

## MINOR GROUP DEVELOPMENT

Kershaw County  
Planning & Development Services



[www.kershaw.sc.gov](http://www.kershaw.sc.gov)

## MINOR GROUP DEVELOPMENT

A group development is a development of a single tract of land or adjacent tracts of land under the same ownership or control. Group developments include commercial, retail, industrial, institutional, multi-family residential, and manufactured home parks.

Minor group developments are as follows:

1. Commercial, industrial, or institutional developments that consist of a multiple use or multiple occupant commercial, industrial, or institutional complex of a combined square footage of less than 25,000 square feet of gross floor area, or a single-use, single-occupant commercial or industrial building of less than 25,000 square feet of gross floor area.
2. Multi-family apartment buildings, duplexes, triplexes, quadruplexes, and townhouses on a single tract of land or adjacent tracts of land under the same ownership or control containing a combined total of more than two (2) or no more than ten (10) dwelling units.



# Minor Group Development Submittal Checklist: SITE PLAN/ENGINEERING PLAN

This checklist must be completed, signed, and submitted with application.

**Project Name:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

*Check all that apply. Leave item unchecked if not applicable*

## Applicant Checklist

- One (1) original and one (1) copy of the Kershaw County Land Development Application (for Minor Group Development)
- Applicable Review Fees
- Two (2) 24" x 36" copies of the site plan
- Two (2) 24" x 36" sets of engineering plans
- One (1) set of Recorded plat(s) of the subject property
- Recorded Deed
- E-911 Address verified
- Copy of DHEC NOI
- Restricted Covenants Form, signed and dated
- Copies of all applicable Encroachment Permits and Approval Letters (i.e. utilities, roadways, railroad, etc.)
- Copies of any and all paperwork regarding Special Exception, Variances, or Map Amendments must be included

N/A *(Provide short explanation for any items that are not applicable)*

## Designer checklist

### A) SITE PLAN

#### GENERAL INFORMATION

- Tax Map Survey (TMS) number(s) for the subject parcel(s)
- Contact information for the responsible party
- Site plan must be of sufficient scale to show the entire subject parcel, adjacent boundary lines of adjoining properties, and abutting roads
- TMS number, owner information, and land use (commercial, residential, vacant, etc.) of adjoining properties
- Rights-of-way of abutting road(s)
- Existing and proposed encroachments (curb cuts)
- All existing and proposed structures, their size, height, elevation, and their setbacks from property lines
- Flood zone and wetlands verification and base flood elevation as applicable
- Total acreage in the tract proposed for group development and a statement of total contiguous acreage owned by the developer(s)
- The location and size of all proposed utilities and storm drainage easements
- The location of topographical lines (closest available contour intervals -USGS contours acceptable)
- The intended use of each building and number of units (if multiple use) the building is designed to accommodate
- Vicinity map
- Date

<b>A) SITE PLAN (CONTINUED)</b>	
LANDSCAPING PLAN	
<input type="checkbox"/>	Landscape plan including all required buffers (Section 3:5.1), screening (Section 3:5.2), landscaping (Section 3:5.3), open space (Section 3:5.4), and Tree Protection (Section 3:5.4) provision of the ZLDR ordinance
<input type="checkbox"/>	Designate areas to be reserved for landscaping. The specific design of landscaping shall be sensitive to the physical and design characteristics of the site
<input type="checkbox"/>	Indicate the location and dimensions of landscaped areas (including required buffers, screening, interior parking, and other landscaping), plant materials (planting schedule), decorative features, etc.
<input type="checkbox"/>	Identify all existing healthy pine tree of twenty (20) inches or greater diameter at breast height (DBH) and all other tree species of eight (8) inches or greater DBH
PARKING PLAN (SECTION 3:6)	
<input type="checkbox"/>	The required number of parking spaces per the zoning district regulations of the ZLDR
<input type="checkbox"/>	The required number of handicapped parking spaces and their locations
<input type="checkbox"/>	Parking slip and aisle dimensions
<input type="checkbox"/>	Off-street loading
<input type="checkbox"/>	Parking area landscaping per the landscaping provisions of the ZLDR
<input type="checkbox"/>	Site parking, aisles, vehicular and pedestrian ingress and egress, loading zones, etc. shall be laid out to facilitate safe and efficient internal traffic circulation
<b>B) ENGINEERING PLANS</b>	
<input type="checkbox"/>	Staking plan
<input type="checkbox"/>	Profiles showing existing and proposed elevations along the center lines of all internal roads, including drives and lanes
<input type="checkbox"/>	Plans and profiles showing the locations and typical cross section of street pavements including curbs and gutters, sidewalks, storm drainage easements, rights-of-ways, manholes, catch basins, and other storm drainage structures
<input type="checkbox"/>	Location of street trees, street lighting and street signs
<input type="checkbox"/>	Location, size, invert elevations and easements (as applicable) for sanitary sewers, potable water lines, gas lines, underground cable and electric lines, fire hydrants, and other utilities and structures
<input type="checkbox"/>	Copies of all applicable encroachment permits
<input type="checkbox"/>	Location, size, elevation, easements, and other appropriate description of any existing facilities or utilities
<input type="checkbox"/>	Erosion prevention, sediment control and stormwater drainage plans
<input type="checkbox"/>	Topography at a contour interval of two (2) feet (survey verified)
<input type="checkbox"/>	All details, notes, and references required by the construction standards and specifications of Kershaw County, any other local government or organization providing any utility, and the SCDHEC
<input type="checkbox"/>	A construction sequence
<input type="checkbox"/>	Title, name, address, telephone and signature of the SC Registered Engineer and Surveyor responsible for the plans with plan preparation date, including revision dates
<input type="checkbox"/>	KERSHAW COUNTY STORMWATER MANAGEMENT AND SEDIMENT AND EROSION CONTROL PLAN REVIEW CHECKLIST FOR DESIGN PROFESSIONALS (COMPLETED AND SIGNED)
<input type="checkbox"/>	COMPREHENSIVE STORMWATER POLLUTION PREVENTION PLAN AND MANUAL
<input type="checkbox"/>	KERSHAW COUNTY PERMANENT STORMWATER SYSTEM MAINTENANCE AND RESPONSIBILITY AGREEMENT
<b>N/A</b> (Provide short explanation for any items that are not applicable)	

\* See Section 5:2.6-2 of the Zoning and Land Development Regulations for detailed Site Plan and Engineering Plan submittal requirements.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**DEVELOPMENT REVIEW COMMITTEE  
USE ONLY BELOW**

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

- Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- Application is **NOT** complete and is **DENIED** for Plan Review for the following reasons:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**Designer Contacted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Disclaimer:** This is not to be construed as containing all items, documents, or written information to be addressed or required by the Kershaw County Land Development Code and/or other Kershaw County ordinances and laws. Project submittals that are mailed to Kershaw County are subject to the same review process and requirements as projects that are hand-delivered. Kershaw County does not assume responsibility for projects that are considered incomplete and not picked up as required.