



Kershaw County Planning and Zoning Department

New Site Plan Guideline Packet Available to Assist Permit Applicants

Many permit applicants already prepare and submit site plans as part of the current residential and small commercial accessory structure permit application process. In an effort to treat all permit application submissions equally and to ensure consistency among all residential and small commercial accessory structure site plans, a new site plan guideline packet is now available to assist permit applicants.

Effective July 15, 2019, Kershaw County Planning and Zoning will require a site plan when an application is submitted for residential construction, manufactured home set-up, zoning permit, use permit, and small commercial accessory structure permits. The site plan must be of sufficient detail for the site plan reviewer to make a determination that the development is in compliance with the Kershaw County, South Carolina Unified Code of Zoning and Land Development Regulations. The issuance of the building permit, manufactured home set-up permit, zoning permit, use permit and small commercial accessory structure permit is contingent upon the approval of the site plan. The issuance of the Certificate of Occupancy/Completion is contingent upon completion of site development in accordance with the approved Site Plan.

Attached with this announcement is a copy of the new Site Plan Guideline Packet, which is also available online by navigating to the Planning and Zoning Department website under the “Common Applications and Forms” section of the department homepage. The Site Plan Guideline Packet provides a listing of requirements, an example site plan, a site plan checklist, and a blank site plan to use when completing the permit submission process.

Planning and Zoning staff is available to address any questions you may have about the new Site Plan Guideline Packet. Please contact a staff member at 803-425-7233 should you have any questions regarding the site plan requirements.



Kershaw County Planning and Zoning Department

Site Plan Requirements

Effective July 15, 2019, Kershaw County Planning and Zoning will require a site plan when an application is submitted for residential construction, manufactured home set-up, zoning permit, use permit, and small commercial accessory structure permits. The site plan must be of sufficient detail for the site plan reviewer to make a determination that the development is in compliance with the Kershaw County, South Carolina Unified Code of Zoning and Land Development Regulations. The issuance of the building permit, manufactured home set-up permit, zoning permit, use permit and small commercial accessory structure permit is contingent upon the approval of the site plan. The issuance of the Certificate of Occupancy/Completion is contingent upon completion of site development in accordance with the approved Site Plan.

Below are the overall requirements of the site plan. However, please refer to the example site plan and detailed checklist of items on the attachment. Please contact Planning and Zoning staff at 803-425-7233 should you have any questions regarding these requirements.

General Requirements:

- Tax Map Survey (TMS) number(s) for the subject parcel(s)
- The Site Plan must be of sufficient scale to show the entire subject parcel, and adjacent boundary lines of adjoining properties.
- All existing and proposed structures, their size, use, and setbacks from the property lines.
- Right-of-way of abutting road(s)
- Existing and proposed driveway encroachments (curb cuts)
- Flood zone verification and base flood elevation as applicable.
- Location of all utilities and utility easements (water, sewer, gas, electric, drainage)
- Location of any access easements located on the property.
- Location of sidewalks to be constructed as part of prior development approvals.

Additional Site Plan Requirements for use permits and small commercial accessory structures not requiring plans review:

- Landscape plan including all required buffers.
- Existing and proposed parking plan.
- Existing and proposed signage
- TMS number, owner information and land use (commercial, residential, vacant, etc.) of adjoining properties.

515 Walnut Street, Room 160, Camden, SC 29020 Phone: 803-425-7233, Fax: 803-424-5268

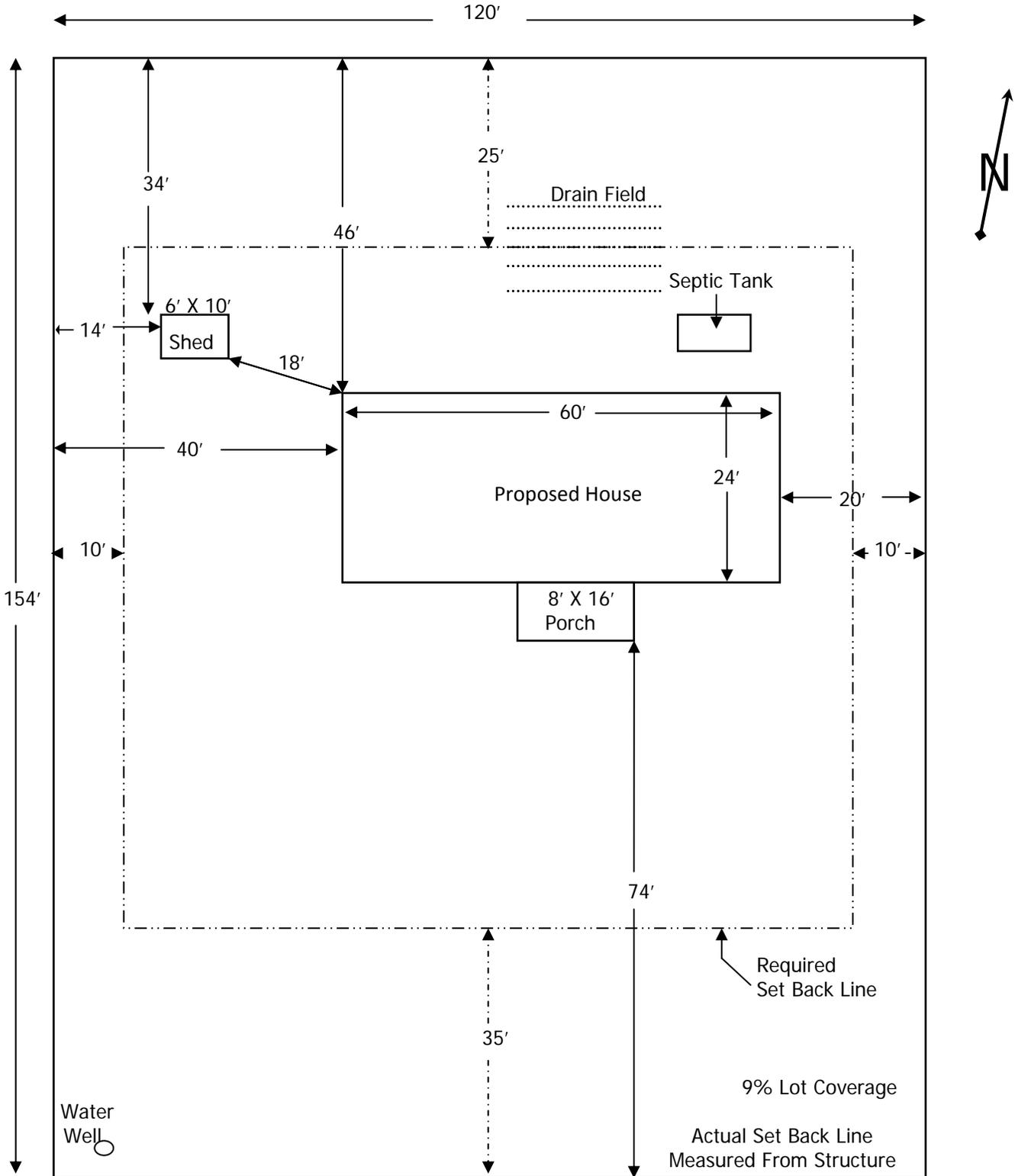
www.kershaw.sc.gov



EXAMPLE SITE PLAN Parcel

Number: 000 - 00 - 00 - 000

Scale: 1" = 20'



Property Owner: John Doe

Address: 100 First Street

Name of Preparer: Jayne Doe

Zoning: R-2

THIS PLOT IS TRUE AND ACCURATE:

John Doe

(Signature of Applicant or Agent) _____ DATE: 7/15/2019

SITE PLAN CHECKLIST FOR RESIDENTIAL DEVELOPMENT

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The name of the preparer of site plan?			
The property owner as listed on the deed (if different than the preparer of the site plan)?			
The location of the property (9-1-1 address or intersection)?			
The present zoning on the property?			
The dimension of the property (i.e. length of the lot lines)?			
A north arrow? (Must point north relative to property)			
A graphical scale? (Some site plans do not require a scale; if no scale is presented site plan must state "Drawing Not to Scale")			
Date of submittal?			
The signature of the applicant or designated agent?			

STRUCTURES

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The location of all existing and proposed structures and major features?			
The existing structures or major features are labeled "existing" and the proposed structures or major features are labeled "proposed"?			
The dimensions of all structures and major features?			

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The setbacks from property lines for all structures? (Setbacks are measured from the farthest projection of exterior wall.)			
The distance between all structures? (Distance between structures is measured from the farthest projection of exterior wall.)			
The floor area of all structures?			
The percentage of the property covered by structures?			

OTHER FEATURES

DOES THE SITE PLAN SHOW	YES	NO	NOTES
The width, length and surface type of all existing and proposed driveways?			
The existing driveways are labeled: "existing" and proposed driveways are labeled "proposed"?			

FINDING LOT COVERAGE

1 ACRE = 43,560 Square ft.

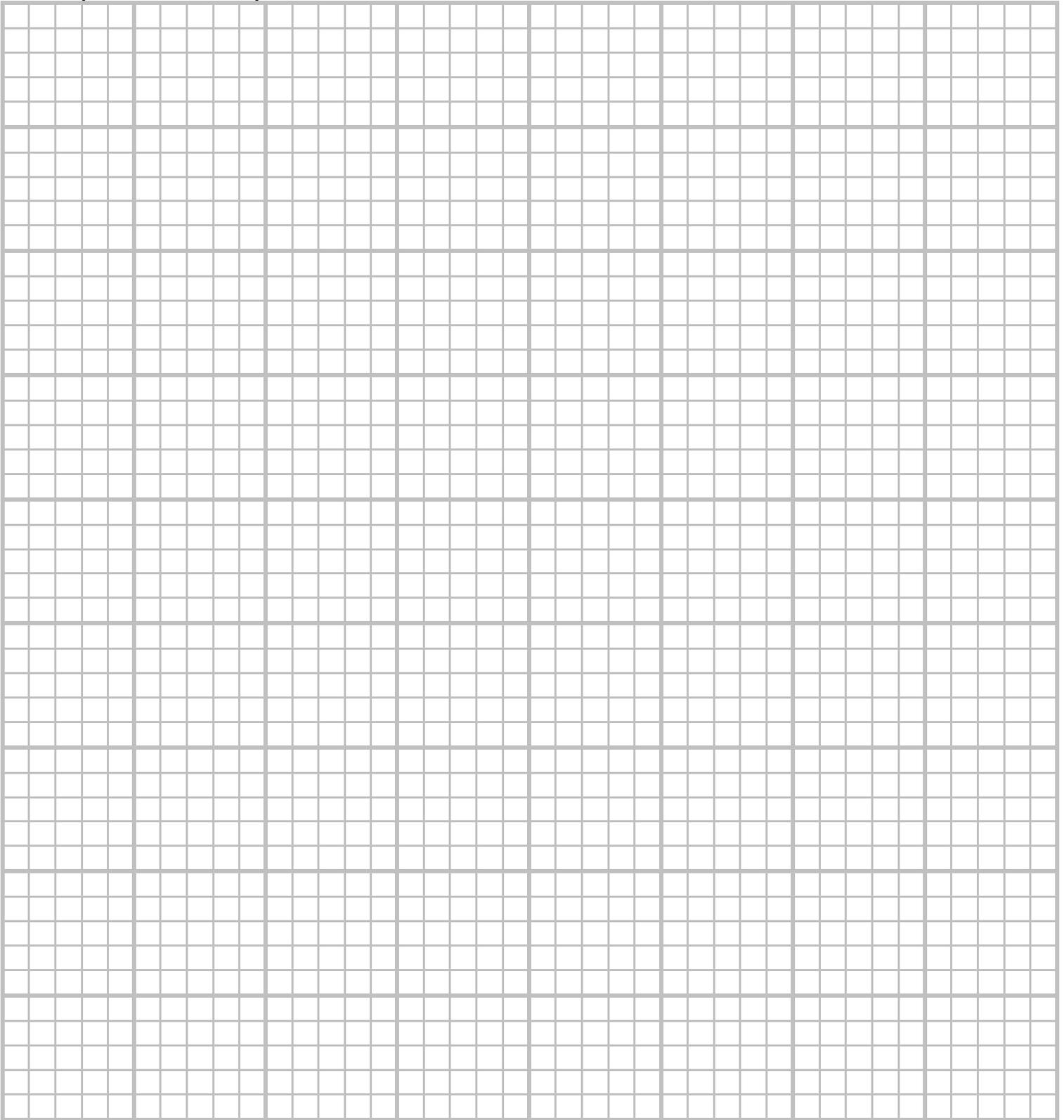
- 1) First Step: Convert the acreage of the property to square feet by multiplying the acres X 43,560
(Example: .16 acres X 43,560 = **6,969.6** square ft.)
- 2) Second Step: Figure the square ft. of all structures on the property under roof. (This includes the pump houses, sheds, etc.)

(Example: 28' X 56' mobile home	=	1,568 square ft.
10' X 12' shed	=	120 square ft.
4' X 6' shed	=	24 square ft.
<hr/>		
Total	=	1712 square ft.)
- 3) Third Step: Divide the total square ft. of the structures by the square ft. of the acres.
(Example: 1,712 / 6,969.6 = .2456

Move the decimal two places to the right to convert to percentage = **24.5% lot coverage.**)

SITE PLAN

Each Square or _____ Is Equal To _____ Ft. Parcel Number: _____ - _____ - _____ - _____ - _____ - _____



Property Owner: _____

Address: _____

Name of Preparer (if different than above): _____

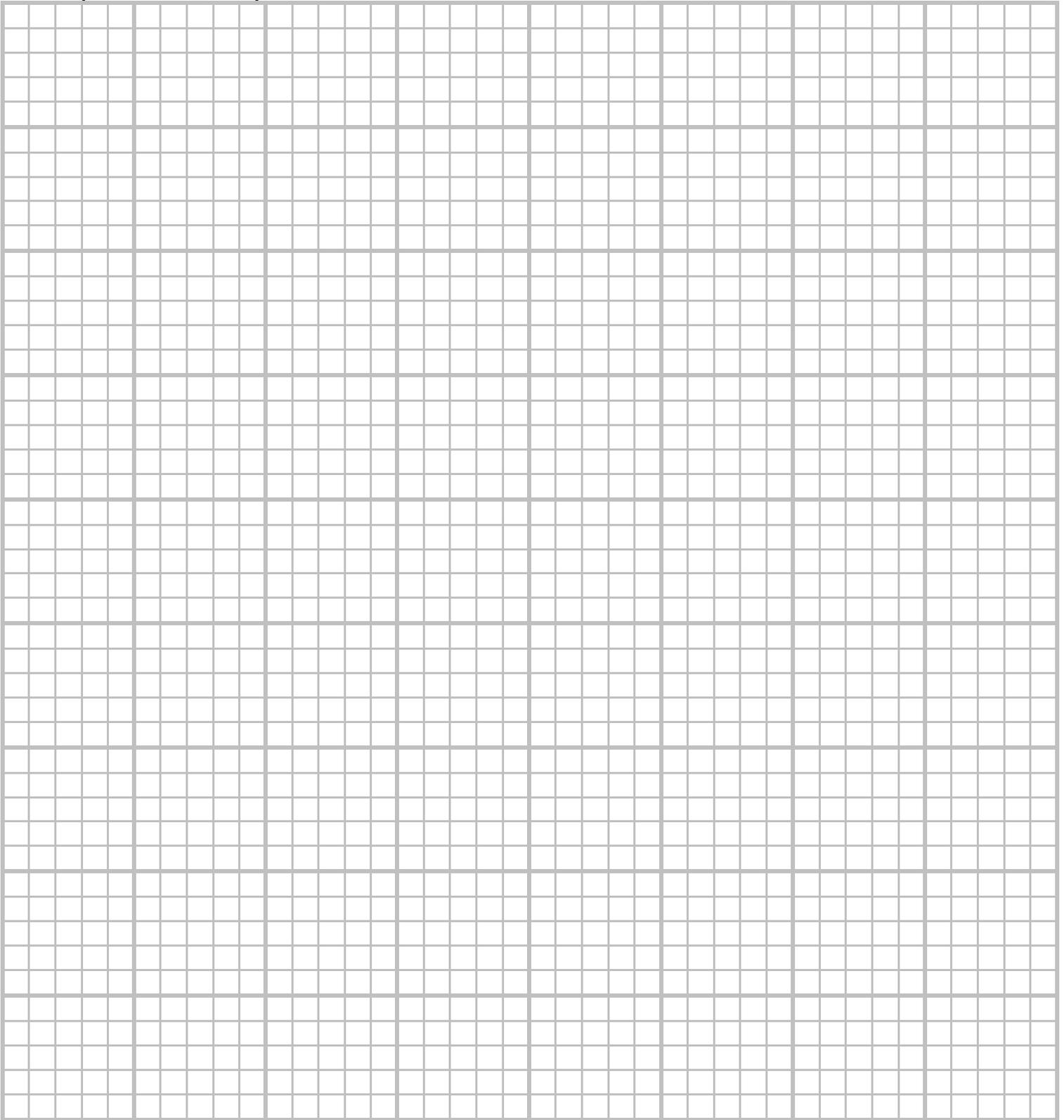
Zoning: _____

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent) _____ DATE: _____

SITE PLAN

Each Square or _____ Is Equal To _____ Ft. Parcel Number: _____ - _____ - _____ - _____ - _____ - _____



Property Owner: _____

Address: _____

Name of Preparer (if different than above): _____

Zoning: _____

THIS PLOT IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE:

(Signature of Applicant or Agent) _____ DATE: _____