



**Planned Development Instruction Form and Checklist**

**Planned Development Purpose:** The purpose of the planned development districts is to derive the benefits of efficiency, economy and flexibility by encouraging unified development of large sites, while also obtaining the advantages of creative site design, improved appearance, compatibility with adjacent uses, better functioning of vehicular access and circulation, and optimal levels of service by community facilities and open space amenities.

The provisions of Planned Development Districts, including PD-C, PD-MH, PD-MU, and PD-R Districts represent a flexibility of specific site design aspects while granting greater oversight of the initial development stages.

<i>Meeting Date</i>	<i>Approval Date</i>	<i>Procedure</i>
_____	_____	<p><b>Pre-Application Conference:</b> For the purpose of expediting applications and reducing subdivision and development costs, the developer/applicant shall attend a pre-application conference arranged by staff to discuss the procedure for approval of a subdivision plat and the requirements as to general layout of streets and reservations of land, street improvements, drainage, water, sewer, fire protection, and related matters, as well as the availability of services.</p> <p><u>Application Fee:</u> None</p>
_____	_____	<p><b>Preliminary Site Development Plan/Conceptual Plan Review:</b> The preliminary site development plan/conceptual plan review shall coincide with the Pre-Application Conference step for major subdivisions in the Land Development Regulations. This site plan will provide visual aid in presenting the proposed character of the planned development and how the development will connect with existing neighborhoods.</p> <p><u>Application Fee:</u> None</p>
_____	_____	<p><b>Rezoning Application:</b> The establishment of the PD District shall be by amendment to the Official Zoning Map accompanied by certain sureties that the development will be in harmony with the intent of this Ordinance and that the public interest in adequate site design, accessibility and community facilities and amenities will be defended. The rezoning application will be approved in conjunction with a Final Site Development Plan and Descriptive Statement establishing district regulations.</p> <p><u>Application Fee</u> (Residential): \$100.00  <u>Application Fee</u> (Commercial): \$200.00</p>
_____	_____	<p><b>Final Site Development Plan Review:</b> The Final Site Development Plan will show placement of streets, building footprints, amenities, public rights-of-way to be dedicated and define areas where specific land use categories will be located. This site plan will be a more specific version of the Preliminary Site Plan and will be considerate of land subdivision and existing infrastructure and development.</p> <p><u>Application Fee:</u> None</p>
_____	_____	<p><b>Descriptive Statement:</b> The Descriptive Statement will establish the character and land development patterns of the Planned Development. It will show the boundaries of the development, building densities, uses, feasibility and impact, parking and traffic plan, open space and amenities plan, landscaping plan, pedestrian plan, homeowners agreements, phasing plan and development timeline, architectural theme, and any other relevant information.</p> <p><u>Application Fee:</u> None</p>



# PENDLETON

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***Preliminary Plat Technical Review:*** Prior to being placed on the agenda for Planning Commission review, the applicant must attend a Preliminary Plat Technical Review Meeting concerning the proposed subdivision development. This is a multi-agency review of the preliminary plat, where review comments will be discussed with the applicant in order to assure that the subdivision follows all laws, regulations, and guidelines, and to assist in determining whether or not variances are needed and/or recommended.

*Application Fee* (Residential): \$750.00, or \$10 per lot, whichever is greater

*Application Fee* (Commercial): \$1000.00

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***Preliminary Plat Planning Commission Review:*** After the Preliminary Plat Technical Review Meeting, the applicant shall submit a preliminary plat and supplemental materials to the Planning Department in order to be placed on the Planning Commission agenda for Preliminary Plat Review. An application must include all of the items required for submittal, or it shall not be considered a complete filing and shall not be placed on the Planning Commission agenda.

*Application Fee:* None

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***Construction Plan Review:*** After approval by the Planning Commission of the Preliminary Plat, the subdivider/developer will need to submit [Pre] Construction Plans. Copies of the plans shall be distributed to the Town Public Works Department and Town Engineering Consultants for review of the construction plans. A copy will also be made available for the public to review at Town Hall. Town Staff (specifically the Public Works Director, the Zoning Administrator, or designee of either) shall approve or deny the plans or request modifications.

*Application Fee:* None (Improvement Inspection Fees will be applied by the Public Works Department as applicable)

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***Final Plat Review:*** The subdivider shall install required improvements or post a bond securing the improvements in the area covered by the approval of the preliminary plat, or any portion thereof, which he proposes to record and develop at the time. Upon installation of required improvements or the posting of a bond securing the same, a final plat may be submitted. The final plat shall conform substantially to the preliminary plat, or portion thereof, as approved.

*Application Fee:* \$50.00

Final plat approval shall allow the plat to be recorded in the office of the Register of Deeds of Anderson County. Recording of the approved final plat shall allow the subdivider/owner to proceed with the sale and/or transfer of lots and parcels in accordance with the approved and recorded plat. No building permits will be issued until the approved final plat has been recorded and distributed.