



PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

Site Plan Checklist*

For Multi-Family Residential and Non-Residential Uses

General Information (List):

- _____ Scale based on engineer's scale
- _____ North arrow
- _____ Plan date
- _____ Owner name and address
- _____ Vicinity Map (at scale of 1" = 10' or up to 1000')
- _____ Site address (with lot number, if applicable)
- _____ Acreage or square footage of parcel
- _____ TMS number
- _____ Zoning classification of property
- _____ Zoning classification of adjacent properties
- _____ Existing use (Example: "Existing Use = Town House")
- _____ Proposed changes to property (Example: "Proposed Changes = Bed and Breakfast")
- _____ Height and stories of structure
- _____ Footprint area for all structures on the lot (including all accessory buildings)
- _____ Gross floor area of all structures
- _____ Parking calculations (Amount of spaces existing, proposed, total spaces and spaces required)
- _____ Vehicle Use Area (VUA)
- _____ Landscape Area (10% of VUA)
- _____ Legend (if symbols are used on sketch/scale plan)

For multi-family residential construction only:

- _____ Number of dwelling units per structure
- _____ Number of total dwelling units
- _____ Density of development (units per acre, not including right-of-way area)
- _____ Number of bedrooms and bathrooms per unit (if addition, list OLD and NEW numbers)

See next page for Sketch/scale drawing and labeling requirements
For All Uses Except Single Family, Duplex, and Manufactured Home Dwellings

* Site Plan submittals must include a copy of the most recently recorded plat for verification of lot dimensions

** Contact Public Utilities for location of existing sewer and water lines and right-of-ways/easements



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Site Plan Checklist* (continued) For Multi-Family Residential and Non-Residential Uses

Site Plan (Draw and Label all items and label as “Existing” or “Proposed” where applicable):

- _____ Property lines with dimensions
- _____ Setback lines
- _____ All structures (main and accessory structures)
- _____ Landscape buffer areas and screens (see Sections 808, 903.4, and 904 in Zoning Ordinance)
- _____ Landscaping for parking or vehicular use areas
- _____ Trees, tree masses, shrubs
- _____ Fences and walls with heights and materials
- _____ Streets
- _____ All right-of-ways and easements**
- _____ Pavement and driveway widths
- _____ Vision clearance triangles at intersections (25' clearance as in Section 901.3)
- _____ Distance from curb cuts (driveways) to road intersection (20' minimum)
- _____ Points of ingress/egress, or driveways (minimum 9', maximum 20')
- _____ Parking areas and surface materials (pavement, grass, etc.)
- _____ Off-street parking spaces with typical dimensions and aisle widths (including ADA spaces)
- _____ Off-street loading (if applicable)
- _____ Sidewalks (5' minimum width)
- _____ 100 year flood plain
- _____ Sewer & water lines labeled with diameters**
- _____ Freestanding signs (proposed signs will require a sign permit)

Approval Signatures (must have the following approval signatures prior to submittal for building permit)

- _____ Public Utilities Director
- _____ Planning/Zoning Department

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