



# PENDLETON

SOUTH CAROLINA  
History, Hospitality & Happenings!

## Group Development Application Form

In order to prevent traffic hazards and to insure the provision of off-street parking and necessary utilities, site plans for the following types of development shall be submitted to the Planning Commission for review and approval:

- a) Manufactured home parks, apartment complexes, and commercial complexes where the site is not subdivided;
- b) Attached dwellings such as townhouses and condominiums; and
- c) Any site that has two or more sellable or leasable spaces where the zoning has not been changed to a 'PD', Planned Development District (that process is addressed in the zoning ordinance).

Overlay design districts within the town shall additionally have site plans reviewed by the Design Review Board.

Date: \_\_\_\_\_ Request Number (to be filled by Staff): \_\_\_\_\_ - \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_

Name of Applicant (if other than property owner): \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Property Location: \_\_\_\_\_

Existing Zoning Classification: \_\_\_\_\_ Proposed Land Use: \_\_\_\_\_

# of Acres: \_\_\_\_\_ Tax Map Number(s): \_\_\_\_\_

Proposed Number of Units (approx.): Residential \_\_\_\_\_ units Commercial \_\_\_\_\_ units ( \_\_\_\_\_ sq.ft. )

Existing Buildings and Uses: \_\_\_\_\_

Surrounding Uses: North \_\_\_\_\_ East \_\_\_\_\_

South \_\_\_\_\_ West \_\_\_\_\_

Describe the nature of the request or attach description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\*\*OFFICE USE ONLY\*\*\*\*\***

Date received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt number: \_\_\_\_\_

Date Advertised: \_\_\_\_\_ Hearing Date: \_\_\_\_\_ Date Sign Posted: \_\_\_\_\_

TOWN STAFF RECOMMENDATION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

PLANNING COMMISSION DECISION: APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

Comments: \_\_\_\_\_



# PENDLETON

SOUTH CAROLINA

History, Hospitality & Happenings!

## Group Development Instruction Form

### SUBMITTAL

Submittal of a site plan and supplemental materials will be required for Planning Commission Review. All site plans must be filed at least twenty-one (21) days prior to the next Planning Commission meeting to be placed on the agenda.

The applicant shall submit the following to the Town Planning Department, and a submittal shall not be considered complete until all of the following are submitted (additional materials may be requested by the Town if required materials submitted are inadequate to make a decision):

- \_\_\_\_\_ 1) Completed Site Plan Application with Owner's signature.
- \_\_\_\_\_ 2) Application filing fee for the amount listed on the Town of Pendleton Fee Schedule.
- \_\_\_\_\_ 3) 10 large copies of the site plan (18" x 24" or 24" x 36"). Additional copies of the plan must be provided to the Planning Department upon request.
- \_\_\_\_\_ 4) 10 small copies of the site plan (8.5" x 11" up to 11" x 17").
- \_\_\_\_\_ 5) A statement of intent of the development.

### REVIEW

Site Plans shall be distributed to all departments and agencies as deemed applicable by staff for review. A copy will also be made available for the public to review at Town Hall. Comments shall be written in a staff report with staff recommendations of approval, conditional approval, or denial. Staff shall mail or email the staff report to the Planning Commission and to the applicant one (1) week prior to the Planning Commission meeting.

### TIMEFRAME

The Planning Commission shall act on the site plan within forty-five (45) days after the initial consideration at a Planning Commission Meeting. The applicant may waive this requirement and consent to an extension of such period.

### PLANNING COMMISSION ACTION

The Planning Commission action on the site plan shall consist of approval as submitted, conditional approval, denial, or tabled for additional information. The decision and the reasons for the action shall be noted on two copies of the plan with reference to any conditions determined. One copy shall be returned to the applicant and the other retained by the Planning Commission.

If conditional approval is granted, then the applicant shall submit five (5) copies of the revised site plan meeting the conditions required within thirty (30) business days; otherwise the site plan is null and void.

### EFFECT OF PLANNING COMMISSION APPROVAL

Approval of the site plan shall allow the applicant to obtain building permits for the property to be developed. No site improvements can be made until a building permit is obtained.

### EXPIRATION

Approved site plans expire three (3) months after Planning Commission approval, unless the Planning Commission grants an extension. An application for a building permit must be filed, or an extension approved by the Planning Commission, before this expiration date; otherwise, the site plan is null and void.



# PENDLETON

SOUTH CAROLINA  
History, Hospitality & Happenings!

## CONTENTS OF GROUP DEVELOPMENT SITE PLAN

Group Development site plans shall show the following information\* (design overlay districts must additionally show items listed in the relevant sections in "Article VI: Design Review Board"):

- \_\_\_\_\_ 1) A plat of the property drawn to a scale of at least one hundred (100) feet to one inch.
- \_\_\_\_\_ 2) The location of the parcel of land with respect to adjacent rights-of-way.
- \_\_\_\_\_ 3) The shape, dimensions, and locations of all buildings, existing and proposed, on the subject parcel.
- \_\_\_\_\_ 4) The proposed use of the buildings and/or land.
- \_\_\_\_\_ 5) Topography of the site by contours at vertical intervals of not more than ten (10) feet.
- \_\_\_\_\_ 6) The location and dimension of off-street parking and loading space and the means of ingress and egress to and from such space.
- \_\_\_\_\_ 8) The location and size of all proposed utilities and storm drainage facilities.
- \_\_\_\_\_ 9) Such other information as the Planning Commission may deem necessary because of the physical characteristics peculiar to the particular development.
- \_\_\_\_\_ 10) The standards for each specific development must comply with the zoning district to which the land is classified.

*\*Additional information that the Town may request is as follows but is not limited to these items:*

- \_\_\_\_\_ 1) A plat of the property drawn to a scale of at least one hundred (100) feet to one inch.
- \_\_\_\_\_ 2) The standards for each specific development must comply with the zoning district to which the land is classified.
- \_\_\_\_\_ 3) Vicinity map, title block, scale, north arrow and property line survey.
- \_\_\_\_\_ 4) The location of the parcel of land with respect to adjacent rights-of-way.
- \_\_\_\_\_ 5) Yard/setback/buffer area dimensions from the development boundaries and adjacent streets.
- \_\_\_\_\_ 6) Names of boundary streets with road pavement widths.
- \_\_\_\_\_ 7) The shape, dimensions, and locations of all buildings, existing and proposed, on the subject parcel.
- \_\_\_\_\_ 8) The proposed use and existing use of the buildings and/or land.
- \_\_\_\_\_ 9) Total floor area for all nonresidential uses by type.
- \_\_\_\_\_ 10) Total density for residential developments, along with the number of residential dwelling units by type and number of bedroom units in each.
- \_\_\_\_\_ 11) Topography of the site by contours at vertical intervals of not more than ten (10) feet.
- \_\_\_\_\_ 12) The location and dimension of off-street parking and loading space and the means of ingress and egress to and from such space, along with the total number of parking spaces proposed and required.
- \_\_\_\_\_ 13) The location and size of all proposed utilities and storm drainage facilities.
- \_\_\_\_\_ 14) Sketches of typical proposed structures, design standards if required, outdoor lighting fixtures, signs and landscaping.
- \_\_\_\_\_ 15) Traffic and pedestrian circulation systems, including the location and width of all streets, driveways, service areas, dumpster pads, entrances to parking areas, walkways, bicycle paths, etc.
- \_\_\_\_\_ 16) Other such information or descriptions as may be deemed reasonably appropriate for planning commission review.

*\*\*No building permit shall be issued and no connection to a public water system or sewer system shall be made until the plans for the development have been approved by the Planning Commission and so noted on the development plans.*