



## SITE PLAN REVIEW CHECK LIST

- Complete Site Plan submittals may be submitted to the Planning Department every Thursday by noon located at 440 S. Church Street, Suite A, Spartanburg SC 29306
- The Site Plan Review Fee is based on Contract Value:

Less than \$500,000	\$200
\$500,001 - \$1,000,000	\$300
\$1,000,001 - \$5,000,000	\$350
\$5,000,000 and up	\$400
- Please make check payable to the City of Spartanburg
- The Site Plan Review Process normally takes 10 working days to complete. The Planning Department will only review complete submittals.

### The following are required to be submitted under the Site Plan Review Process:

- Eight (8) Sets of Civil Drawings including the Site Plan, Landscape Plan, Utility Plan, Grading Plan,
- 1 CPTED Plan (Crime Prevention Through Environmental Design including lighting, window and door information) and all other applicable drawings
  - 2 Two (2) Fire Protection Plans (See page 5 for requirements)
  - 3 One (1) Tree Survey which may be included on the landscaping plan
  - 4 Two (2) Retaining Wall Engineered Drawings, if applicable
  - 5 Digital Copy of Site Plans with Site Drawings and Utilities in AUTOCAD and PDF format. Include State Plane Coordinates (if available) and sewer as-built
  - 6 One (1) Complete Sign Package including Sign Application and any required engineered drawings (if applicable at time of review)

\* This information is found in the City of Spartanburg Zoning Ordinance, or related documents adopted by the City .

## For Engineering Review:

- \_\_\_1 Signed & Stamped set of drawings with S.W.P.P.P. included.
  
- \_\_\_2 Completed N.O.I Application (SCDHEC form 2617)
  
- \_\_\_3 Check payable to City of Spartanburg for Engineering Plan Review Fees. Minimum fee is \$500.00 up to one acre, after which \$100.00 per additional disturbed acre.
  
- \_\_\_4 Check payable to SCDHEC for \$125.00 if project disturbs more than 1 acre or if project is part of a larger common plan.
  
- \_\_\_5 Signed Stormwater Management Sediment & Erosion Control Plan Review Checklist for Design Professionals
  
- \_\_\_6 Signed Stormwater Management System Agreement (if applicable)
  
- \_\_\_7 Signed Stormwater Quality Device Management Agreement (if applicable)
  
- \_\_\_8 For Projects Under An Acre and Not Part Of Larger Common:
  1. See City Storm Water Requirements for Small Projects

- ◆ Additional Spartanburg Water Systems requirements can be found in the Spartanburg Water Developer's Manual which can be downloaded at [www.SpartanburgWater.org](http://www.SpartanburgWater.org).
- ◆ Any development occurring on state roads will require an encroachment permit from the SCDOT, and it is recommended to obtain an approved permit before submitting site plans to the City of Spartanburg.

# THE CITY OF SPARTANBURG SITE PLAN CHECK-OFF LIST

## Site Plan Requirements

Project Name: \_\_\_\_\_ Property Tax Number(s) #: \_\_\_\_\_

- \_\_\_1 **Site Survey:** Include the site survey with bearings & distances, along with surveyor's seal & date of survey on the Site Plan, OR submit a separate site survey
  - \_\_\_2 **Name, Address, Phone and Fax Numbers** of the Developer/Owner
  - \_\_\_3 **Name and Address** of Architect, Engineer and/or Surveyor:
  - \_\_\_4 **Land Use:** is this permitted land use? Yes/No  
**Zoning:** \_\_\_\_\_ Identify district and surrounding districts, including City of Spartanburg riparian buffers, historic districts and/or and special purpose districts, where applicable  
**Building Setbacks:** Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Side/Curb: \_\_\_\_\_
  - \_\_\_5 **Project Name, Project Address, and Property Tax Number(s)**  
**Scale** of site plan and northern directional  
**Location Map** with intersection at two public streets
  - \_\_\_6 Location of all **Public and Private Streets** with names, center lines and rights of way
  - \_\_\_7 **Driveway Widths:** A 12 ft. minimum for one way drives and a 24 ft. two-way drives.  
**Please note:** There must be at least a 12 or 24 ft. clearance with no curb encroachment
  - \_\_\_8 **Loading Areas:** Are Loading Berths/Areas required? Yes/No (commercial)- See Section 504.3  
If yes, how many? \_\_\_\_\_ Show any required loading area(s)
  - \_\_\_9 **Curb Cuts:** The City of Spartanburg follows all SCDOT standards. Only one curb cut is permitted per 200 ft. All curb cuts must be at least 40 ft. apart, begin 15 ft. from side property line, include a 5-foot radius, and equal a 20 ft. side yard.
  - \_\_\_10 **Intersection vision triangle?** Yes/No
  - \_\_\_11 **Structures:** Show all existing structures and manmade walls, fences, signs, etc.
  - \_\_\_12 **Height/Square Footage:** Note the building height and square footage within the building footprint on the Site Plan:  
Height: \_\_\_\_\_ Sq. Ft. of Bldg(s) \_\_\_\_\_ Fin. Floor Elev. \_\_\_\_\_
  - \_\_\_13 **Dumpster Pads and Screening:** The dumpster pad requires a minimum dimension of 12 ft. X 16 ft. clear. Do not include the wall or gate within this area. The dumpster also requires an opaque front gate. Please show all details.
  - \_\_\_14 **Off-Street Parking Requirements:** Identify and list the following information:  
Required Number of Parking Spaces: \_\_\_\_\_ Actual Number of Parking Spaces: \_\_\_\_\_
- \* Regular off-street parking spaces are required to be a minimum of 9 ft. x 18 ft. Compact parking spaces are not permitted.
- \_\_\_15 **Handicap Parking:** Show any handicap walkways and ramps. Identify and label at least one van accessible handicap space that shows at least an 8 ft. wide handicap access aisle. Other handicap aisles may be 5 ft. wide. (Van accessible handicap spaces need to be dimensioned so that they are 17 ft. wide by 18 ft. long, which includes the 8 ft. wide access aisle.) The access aisles may be shared between two handicap spaces. Handicapped ramps shall comply with the Federal ADA Regulations and include truncated domes (detectable warnings) in the ramp as required by ADA 4.7.7.
  - \_\_\_16 **Parking/Driveway Surfaces:** Identify the paving surface(s) to be used for the driveways and parking areas on the Site Plan. (See Section 504.11 and Appendix J-K)
  - \_\_\_17 **Signage:** Show the location of all freestanding signs and note the square footage of all signage
  - \_\_\_18 **Lighting:** Show the location and type of all outside lights

# THE CITY OF SPARTANBURG SITE PLAN CHECK-OFF LIST

## Landscape Plan Requirements

- \_\_\_ 1. Name, Address, Phone and Fax Numbers of the Developer/Owner
- \_\_\_ 2. Name and Address of Landscape Plan Designer
- \_\_\_ 3. Tree Survey: Show location of all trees 12 inch DBH (diameter at breast height) or greater in size.
- \_\_\_ 4. Project Name, Project Address, and Property Tax Number(s)  
Scale of site plan and northern directional  
Location Map with intersection at two public streets
- \_\_\_ 5. Location of all Public and Private Streets with names, center lines and rights of way
- \_\_\_ 6. Driveway Widths: A 12 ft. minimum for one way drives and a 24 ft. two-way drives.  
Please note: There must be at least a 12 or 24 ft. clearance with no curb encroachment
- \_\_\_ 7. Loading Areas: Are Loading Berths/Areas required? Yes/No (commercial)- See Section 504.3  
If yes, how many? \_\_\_\_\_ Show any required loading area(s)
- \_\_\_ 8. Landscape Requirements: (Section 505) Is a Bufferyard required around the site? Yes/No
- \_\_\_ 9. Show Required Curbing Around All Landscaped Areas: All landscaped areas are required to have curbing around them, including tree islands, street frontage areas and bufferyards.
- \_\_\_ 10. Landscape Irrigation Requirements: Section 505.62 (B)5 states: "All required planting areas shall be mechanically irrigated. This shall include all tree islands and all areas of required frontage landscaping between the parking lot and public streets. Required planting areas associated with parking lots containing less than thirty (30) parking spaces are not required to be irrigated. However, an exterior water source (such as a hose bib) shall be located within 100 feet of all required planting areas. "
- \_\_\_ 11. Dumpster Pads and Screening: The dumpster pad requires a minimum dimension of 12 ft. X 16 ft. clear. Do not include the wall or gate within this area. The dumpster also requires an opaque front gate. Please show all details.
- \_\_\_ 12. Off-Street Parking Requirements: Identify and list the following information:  
Required Number of Parking Spaces: \_\_\_\_\_ Actual Number of Parking Spaces: \_\_\_\_\_
- \* Regular off-street parking spaces are required to be a minimum of 9 ft. x 18 ft. Compact parking spaces are not permitted.
- \_\_\_ 13. Handicap Parking: Show any handicap walkways and ramps. Identify and label at least one van accessible handicap space that shows at least an 8 ft. wide handicap access aisle. Other handicap aisles may be 5 ft. wide. (Van accessible handicap spaces need to be dimensioned so that they are 17 ft. wide by 18 ft. long, which includes the 8 ft. wide access aisle.) The access aisles may be shared between two handicap spaces. Handicapped ramps shall comply with the Federal ADA Regulations and include truncated domes (detectable warnings) in the ramp as required by ADA 4.7.7.
- \_\_\_ 14. Parking/Driveway Surfaces: Identify the paving surface(s) to be used for the driveways and parking areas on the Site Plan. (See Section 504.11 and Appendix J-K)
- \_\_\_ 15. Signage: Show the location of all freestanding signs and note the square footage of all signage
- \_\_\_ 16. Lighting: Show the location and type of all outside lights

# THE CITY OF SPARTANBURG SITE PLAN CHECK-OFF LIST

## Required Statements for Site and Landscape Plan

- \_\_\_1 **Old Curb Cut Statement:** *If relevant* to site plan, include the statements: "All existing driveways and curb cuts that are not used shall be removed and replaced with a concrete curb, gutter, and/or sidewalk (if existing)." (From Section 5-743 of the City Code.)
- \_\_\_2 **Irrigation Statement:** If the project area is required to be irrigated, include the following statement: "All planting areas shall be mechanically irrigated." and/or, provide an irrigation plan.
- \_\_\_3 **Dumpster Statement:** Include the following statement: "The dumpster pad and screening shall comply with city standards as found in Sections 504.6 and 505.63 of the City of Spartanburg Zoning Ordinance."
- \_\_\_4 **Handicap Parking Statement:** Include the following statement: "All handicap spaces will be marked with a freestanding or wall mounted sign. The handicap sign shall be 7 ft. in height from the bottom of the sign or above the driving surface."
- \_\_\_5 **Signage Statement:** Include the statement: "All signage shall comply with the City of Spartanburg Zoning Ordinance."
- \_\_\_6 **Prior to Grading Statement:** *If applicable*, include the following statement: "Prior to grading, the Zoning Enforcement Officer will be contacted to ensure that all trees marked for retention in the landscaping plan are properly identified and fenced off."
- \_\_\_7 **Curbing Statement:** Include the following statement: "All landscaped areas will be delineated by curbing."  
\*\*Only necessary on Landscape Plan

## Required Statements for Signage Package

- \_\_\_1 **Sign Location Statement:** "Any changes to the proposed sign locations require approval of the City."
- \_\_\_2 **Sign Permit Statement:** "Sign permit(s) issued by the city is(are) required in addition to the approved site plan."
- \_\_\_3 **Sign Setback Statement:** "A setback inspection is required prior to digging footing for any signs. Contact City Planning Dept. at 864-596-2068. 24 hour notice required."
- \_\_\_4 **Footing Inspection Statement:** "A footing inspection is required. Contact building Inspections at 864-596-2831. 24 hour notice required."

## Grading Plan Requirements

- \_\_\_1 **Easements and Utilities:** Note all right-of-ways and easements, utilities on, over, and under the site including storm drains and catch basins
- \_\_\_2 **Contour lines:** Show the existing and finished topography at two foot contours
- \_\_\_3 **Water Features/Streams and the Flood Plain:** Is the property in the flood plain? Yes/No  
Also note any streams, ponds, City of Spartanburg riparian buffer areas, etc.
- \_\_\_4 **Drainage with calculations**
- \_\_\_5 **Utilities:** Show the proposed location of all New Utilities: Water, Sewer, and Electric

# THE CITY OF SPARTANBURG SITE PLAN CHECK-OFF LIST

## Fire Plan Requirements

### Building Information

- 1a Provide the construction type (IBC), total square footage, and stories above and below grade
- 1b Fire Sprinkler System? Yes/No
- 1c Show or describe anticipated fire separations or fire walls. This allows a reduction in the required water supply for firefighting operations
- 1d Show the location of any fuel storage tanks, vaults, or pits

### Hydrants

- 2a Show all existing hydrants in the area by location and color code, or at least those within 500 feet of the project. Hydrants located outside of drawing area may be shown by a measurement from a known reference point
- 2b Indicate the size and type of water mains providing the fire protection (hydrants, sprinkler, etc.)
- 2c Provide the available fire flow at the site. This is the available water supply, measured at 20 psi residual pressure, available for firefighting. Water data can be obtained from Spartanburg Water Systems by contacting Claude Hodge at 864-580-5683 or by e-mail at chodge@sws-sssd.org
- 2d Clear spacing around hydrants shall be provided at all times in accordance with IFC 2003 508.5.5. Existing or new hydrants must not be blocked by fencing, storage, equipment or other items during construction in accordance with IFC 2003 508.5.4
- 2e Show the locations of Fire Department Connections. Connections must be at least 40 feet away from the building and between 20 feet and 100 feet from a hydrant
- 2f Hydrants shall be clearly identified and color coded. Private hydrants shall be painted yellow, public hydrants shall be painted red. All hydrants shall have the bonnet and caps color coded in accordance with NFPA 291 after verification flow testing has been completed

### Access

- 3a Access drives must be provided within 150 feet of all points of the structure with a minimum road width of 20 feet for all fire access lanes. Any deviations must be approved
- 3b Access drives must be designed to meet the imposed loads of fire apparatus and shall be constructed of an all weather driving surface
- 3c Indicate any substantial grade changes along a fire apparatus access route.
- 3d Provide an approved turn-around for any access roads greater than 150 feet.
- 3e Fire lane signs and striping will be required in front of site hydrants, fire department connections, and other critical areas subject to obstructions. Indicate all anticipated fire lanes on the plan. Contractors should receive approval for striping and signage prior to initiating work. Marking requirements may be obtained from the Office of Fire Prevention.

### Key Box

- 4 A key box for fire department use is required on buildings equipped with an automatic fire sprinkler or fire alarm system. A key override system shall be provided for secured gates along fire apparatus access routes. Spartanburg Fire Division utilizes the "Knox" key system. Ordering and mounting specifications can be obtained from the Office of Fire Prevention.