



Spartanburg County Planning & Development Department

366 N. Church St., Suite 700, Spartanburg SC 29303 Phone: (864) 596-3570 Fax: (864) 596-3018

Zoning Plan Review

The Planning & Development Department is responsible for reviewing zoning applications and site plans and issuing zoning permits throughout the unincorporated area of Spartanburg County. Once a complete submittal has been received by the Planning & Development Department, please allow staff time to complete the review. Assuming that the zoning district and street classifications allow for the proposed activity, there are various steps that can be taken to ensure that zoning plan review and permitting is a smooth and timely process.

- **Complete permit application:** Answer all questions accurately and completely. An incomplete application will greatly impede the review of your proposed project.
- **Submit TWO (2) copies of the site plan:** Submit TWO copies of the site plan drawn to a legible engineer's scale (normally 1 inch on paper equals 20, 30, 40, 50, or 60 actual feet on the ground). Specific items to be shown on the site plan drawing are explained in the Non-Residential Zoning Permit Application. All plans should be drawn to an appropriate scale on appropriately sized paper, should include all dimensions, and have all areas labeled as to their intended use. While site plans may be prepared by professionals such as engineers and/or surveyors, site plans do not have to be professionally drawn. They may be simply drawn by hand using a scale or ruler and straight edge (such as a ruler); however, they must show all required aspects of the proposed activity and site.
- **Provide a complete submittal:** Submit all items requested. If you do not understand a particular question or requirement, ask the Planning & Development Department and they will assist.
- **Follow-up on other required permits:** Communicate with all other County, State, and/or Federal agencies whose approvals and permits may be required for your project. Keep in mind that before a building permit can be issued, Zoning, Landscape and Open Space, Stormwater and/or Land Disturbance permits, DHEC water and sewer approvals, etc., must be obtained.
- **Disapproval notifications and necessary revisions:** In the event that your application for a zoning permit is disapproved, there will more than likely be an opportunity to correct the issue through revisions to your application and/or site plan. If your proposal is disapproved and additional items need to be addressed, respond as quickly as possible so your re-submittal can be put back into line for further review. If you do not understand what is being required, contact staff that reviewed your application for further guidance.

Questions: If you have questions regarding the Spartanburg County Performance Zoning Ordinance requirements or procedures, please contact the Planning & Development Department at 864-596-3570.