

**PLANNING & DEVELOPMENT DEPARTMENT  
SPARTANBURG COUNTY, SC**

366 N. Church St, Ste 700, Spartanburg, SC 29303 Phone 864-596-3570 Fax 864-596-3018

**MINOR LAND DEVELOPMENT**

**CHECKLIST**

**SITE PLAN**

Unified Land Management Ordinance #0-99-015

Commercial / Industrial

*This checklist is to be used as a guide only and may not be inclusive of all the requirements of the Unified Land Management Ordinance. The Unified Land Management Ordinance can be found @ <http://www.spartanburgcounty.org>.*

Project Name:

Date:

Reviewed by:

**I. INFORMATION REQUIRED TO BE SUBMITTED TO  
SPARTANBURG COUNTY PLANNING DEPARTMENT:**

- 1. Land Development Application
- 2. Processing Fee (See Fee Schedule). Check is to be made out to ‘Spartanburg County.
- 3. Proof of ownership

RECORDED DEED = Need this for new owners who have recently acquired property (not showing as the current owner).

SALES CONTRACT (Recorded) = Between Current Owner and New Owner, if no DEED is recorded yet.

LLC or CORPORATION RESOLUTION OR ARTICLE = Legal Document which shows the names of the legally authorized persons.

- 4. Agent authorization form: Required in order to give a person permission to act on the owner’s behalf, if applicable. (Section 1.03 – Table 1). Must be signed by owner.
- 5. Two (2) paper copies of plan to scale of not less than 1”=20’ or not more than 1”=100’.
- 6. Approved SCDOT encroachment permit, if access is on a state road.

**II. INFORMATION REQUIRED ON PLAN:**

- 1. Location of all structures, including free standing signs, if applicable.
- 2. Setback lines from structures to all property lines and all street rights-of- way. (Refer to the appropriate section and Table 3 of the ULMO).  
→Front \_\_\_\_\_ Right \_\_\_\_\_ Left \_\_\_\_\_ Rear \_\_\_\_\_
- 3. Spacing between Buildings indicated. (Refer to Table 3).  
→Distance Between Buildings \_\_\_\_\_
- 4. Lot Frontage - minimum of 60’ (Refer to Table 3).
- 5. Existing street name and right-of-way for all streets appearing on the plat.
- 6. Required Landscaping and Bufferyards, if applicable. (Refer to Table 4, Section 2.02-2 and Section 2.02-3).
- 7. Location of all Off-Street Parking (including handicap). (Refer to Section 2.02-5 and Table 6).  
→ Minimum Number of Parking \_\_\_\_\_ Handicap \_\_\_\_\_ Canopy Trees \_\_\_\_\_
- 8. Location and dimension of all existing and proposed vehicular drives, entrances, exits and traffic circulation patterns. (Refer to Section 2.02-7).
- 9. Existing easements or rights-of-way locations with special conditions crossing the property and not located in the right-of way of a public road.

- 10. Land uses of abutting properties with names of owners and tax map numbers.
- 11. Location map showing site and surrounding area with north arrow. (Legible)
- 12. Title Block which shall contain the following information:
  - Project name.
  - Name and Address of owner/developer.
  - Date plan was made / Revision dates.
  - Number of acres.
  - Tax Map parcel number(s), in accordance with the County Assessors
- 13. Show all existing & new fire hydrants in compliance with the International Fire Code.
- 14. Square footage, dimensions and height of buildings, if applicable. (Refer to Table 3).
- 15. If a flag lot is used, the pole portion must have a minimum of 60 feet in width for required road frontage.
- 16. All additional information specified in the ULMO not contained herein.
- 17. Refer to Section 2.02-9 to determine if the property is “triggered” by the Design Review Standards. If so please refer to the Design Review Standards checklist.

**III. OTHER INFORMATION MAY BE REQUIRED TO BE SUBMITTED TO OTHER AGENCIES:**

- 1. If septic tank is to be used, the applicant must make an application for the South Carolina Department of Health and Environmental Control for septic tank system to the health department. This application can be made in the Spartanburg County Building Codes Office. If the project will be on public sewer a letter of sewer tap fee receipt will be required.
- 2. A Master Storm Water and Sediment Control Plan, submitted by a Professional Engineer to the Spartanburg County Public Works, Engineering Division, showing the location of proposed storm water and sediment controls, along with calculations. A form for grading disturbance would also need to be submitted.
- 3. The Planning Department sends the submitted plat/plan to other agencies for their approvals: Addressing/911, Fire Marshal, and SCDOT.