



Submit to: Berkeley County Planning & Zoning - Plan Case Administrative Assistant  
 PO Box 6122, 1003 Highway 52, Room 126, Moncks Corner, SC 29461-6120

**DEVELOPMENT REVIEW APPLICATION**

**BERKELEY COUNTY ZONING ORDINANCE NO. 01-8-35 AND LAND DEVELOPMENT AND SUBDIVISION REGULATIONS ORDINANCE NO. 99-4-20 AS AMENDED**

This application shall be used for all **INITIAL** Single-Site Development Plan, Plan/Plat Review Committee (PRC) submittals and **REVISIONS THERETO**. Applications will not be reviewed until all required information and all applicable fees are received. To avoid delays, ensure that your application is complete upon submittal.

**INDICATE SUBMITTAL TYPE**

<input type="checkbox"/> Single Site Development Plan (PLSP)	<input type="checkbox"/> Subdivision/PRC Submittal (Please Check All That Apply)
<input type="checkbox"/> Commercial/Industrial/Agricultural/Early Site Prep Package	<input type="checkbox"/> Preliminary Plan (PLPR)
<input type="checkbox"/> Institutional/Civic/Recreational	<input type="checkbox"/> County Maintained Roads <input type="checkbox"/> Privately Maintained Roads
<input type="checkbox"/> Multi-Family Residential	<input type="checkbox"/> Final Plat (PLFP)
	<input type="checkbox"/> Family Subdivision (PLFS), if creating more than 1 lot.

**PROJECT INFORMATION**

Project Name:	Associated Commercial Building Permit #: (LEAVE BLANK IN N/A)
	COMM#: _____ - 20
TMS #(s):	<input type="checkbox"/> MS4 ( <a href="#">SEE DEFINITION ONLINE</a> ) <input type="checkbox"/> NON-MS4
Physical Address or Location:	
Date of Application:	Phase (if applicable):
Water Provided By:	Sewer Provided By:
Description of Intent (attach additional sheets if needed):	
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**RESUBMITTAL/REVISION TO A PREVIOUSLY SUBMITTED PLAN/PLAT (SELECT THE APPLICABLE OPTIONS BELOW)**

<input type="checkbox"/> This is a Resubmittal/Revision to a previously submitted Plan/Plat. <b>**Complete only Page 1 ,3 and Page 4 enclosures of the Application and Submit with Revision/Resubmittal**</b>	
<input type="checkbox"/> <a href="#">FINAL SET SUBMITTED FOR STAMPING</a>	<input type="checkbox"/> Enclosures Included (See and select the typical enclosures found on Pg. 3 – 4)
Plan Case Number: PL _____ - _____ - 20 _____ Revision # _____	
<input type="checkbox"/> The amount of proposed <b>impervious</b> area has increased or decreased since the initial submittal. Provide the new proposed impervious surface area (to the nearest tenth of an acre) here: _____	
<input type="checkbox"/> The amount of proposed <b>disturbed</b> area has increased or decreased since the initial submittal. Provide the new proposed disturbed area (to the nearest tenth of an acre) here: _____	

**CONTACT INFORMATION**

**\*EMAIL WILL BE USED AS THE PRIMARY MEANS OF COMMUNICATION THROUGHOUT THE APPLICATION PROCESS.  
A VALID EMAIL ADDRESS IS REQUIRED.**

**APPLICANT INFORMATION**

**Name (Company or Individual):**

**Affiliation:**

Property Owner

Authorized Agent of  
Property Owner

Other:

**Contact Person:**

**EMAIL ADDRESS\*:**

**Address (Street, City, State and Zip Code):**

**Phone #:**

**Secondary Phone #:**

**PLAN PREPARER INFORMATION**

**Contact Type:**

Registered Land Surveyor

Engineer

Contractor

Other (please specify): \_\_\_\_\_

**Name of Design Professional:**

**S.C. COA#:**

**Company EIN:**

**Fax #:**

**Company/Firm:**

**EMAIL ADDRESS\*:**

**Address (Street, City, State and Zip Code):**

**Phone #:**

**Secondary Phone #:**

**PROPERTY OWNER/OPERATOR INFORMATION (If different from Applicant)**

**Name (Company or Individual):**

**Contact Person:**

Please Select Affiliation:  Owner  Operator

**EMAIL ADDRESS\*:**

**Address (Street, City, State and Zip Code):**

**Phone #:**

**Secondary Phone #:**

**Fax #:**

**Company EIN:**

**ADDITIONAL PROPERTY INFORMATION**

\*If an item is not applicable, please designate "N/A"

Zoning District	Flood Zone Category:
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Flood Map/Panel Numbers:

Subdivision Name:	Number of Lots Created:
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Size of Subject Property (sq. footage/acreage):	If subdividing, acreage of subdivision:
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Disturbed Area (to the nearest tenth of an acre):	Linear Footage of Roadway (If Applicable):
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Impervious Area (to the nearest tenth of an acre)- **CALCULATION MUST BE ACCURATE FOR CORRECT FEE ASSESSMENT. SEE DEFINITION ONLINE.** (Total Proposed for each respective parcel and its corresponding parcel identification):

Existing Use of Property:

<input type="checkbox"/> Vacant	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential
<input type="checkbox"/> Other:			

**ENCLOSURES (PLEASE CHECK ALL THAT APPLY)**

REQUIRED PLANNING & ZONING DOCUMENTS:	SUBMITTED		RECEIVED (FOR OFFICE USE)		
<ul style="list-style-type: none"> <li>▪ App. For Rezoning/Waiver/Variance/Special Exception</li> <li>▪ Conditional Use Permit Application</li> <li>▪ Private Road Assurances</li> <li>▪ Jurisdictional Determination</li> <li>▪ Boundary, Subdivision, Topographic, or Wetland Survey</li> <li>▪ 911 Addressing Form</li> <li>▪ Fee Schedule Form and Payment</li> <li>▪ Comment/Response Letter</li> <li>▪ Other:</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<ul style="list-style-type: none"> <li>▪ Comment/Response Letter</li> <li>▪ Stormwater Calculations/Drainage Report</li> <li>▪ Stormwater Covenants (Original signed &amp; Notarized)</li> <li>▪ Fee Schedule Form and Payment</li> <li>▪ Copy of NOI</li> <li>▪ Other:</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>&lt; 0.5 Acres of Land Disturbance if in the MS4 Area:</b>					
<ul style="list-style-type: none"> <li>▪ Stormwater Management Plan</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<b>&gt; 0.5 Acres of Land Disturbance if in the MS4 Area</b>					
<ul style="list-style-type: none"> <li>▪ CAA Application (Original signed)</li> </ul>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

MISC DOCUMENTS THAT MAY BE REQUIRED:	SUBMITTED		RECEIVED (FOR OFFICE USE)		
■ DHEC Septic Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ U.S. Army Corps. Of Engineers Nationwide Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ Stormwater Variance or Waiver Request	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ Project Narrative	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ Traffic Impact Assessment/Study	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ Encroachment Permit Application or Issued Permit (*To include 1 additional digital, full-size, & 11x17 set of plans)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ Financial Documents (Schedule of Values, Bonds, etc.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ <b>BCWS SUBMITTAL PACKAGE</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
■ Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

**REQUIRED SETS OF PLANS:**

	Submittal	Full Size	11 X 17	Digital
<input type="checkbox"/> Single Site Development Plan (PLSP)*	Initial/Revision	3	1	1
<input type="checkbox"/> Subdivision/PRC Submittal (PLFP/PLPR)*	Initial/Revision	3	2	1
<input type="checkbox"/> Final Approval (All Plan Types)*	For Stamping	3	3	1

**\*\*\*BCWS Submittals may require additional documents and sets of plans not listed above. Please visit: <https://bcws.berkeleycountysc.gov/departments/engineering/eng-forms/> for a list of required documents and plans.**

**APPLICANT ACKNOWLEDGEMENTS**

***I understand and agree that I am responsible for scheduling separate inspections with the Planning & Zoning Department, Stormwater & Engineering, and BCWS to request project close-out, Certificate of Occupancy and/or Certificate of Completion. Inspections must be requested in advance and are subject to staff availability. I authorize the subject property to be posted and/or inspected. I further acknowledge that all fees are non-refundable.***

***Applicant Acknowledgement: I, the applicant, acknowledge by my signature that (1) authorizations for land development and/or subdivision is contingent upon the above information being correct and that the plans and supporting data have been or shall be provided, as required; (2) I agree to comply with all applicable provisions of Berkeley County's ordinances and the current development standards that Berkeley County enforces that may affect the proposed development; (3) I am the owner of the subject property or the authorized representative of the owner; (4) the tract(s) or parcel(s) of land to which this request pertains is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought, as provided in the South Carolina Code of Laws, Section 6-29-114; (5) I hereby release, hold harmless, and indemnify forever Berkeley County, its employees, and agents, both individually and jointly, from any and all liability or responsibility for any foreseen or unforeseen damage; including, but not limited to death, bodily injury, personal injury, and property damage, arising from the intended activity at the above-referenced property by adjoining landowners, visitors and/or any user of the property, including, but not limited to, the public at large; (6) the subject property and use thereon is subject to all easements and restrictions of record, AND (7) PERMITS FOR NEW VERTICAL CONSTRUCTION WILL NOT BE ISSUED UNTIL THE ACCOMPANYING SITE DEVELOPMENT PLANS AND/OR SUBDIVISION PLAT, AS APPLICABLE, IS APPROVED BY BERKELEY COUNTY AND, IN THE CASE OF PLATS, RECORDED.***

Printed Name of Applicant:

Signature:

Date:

**FOR OFFICE USE ONLY:**

Date Received:	Application Complete: <input type="checkbox"/> Yes <input type="checkbox"/> No	Plan Case Number:
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**ASSIGNED PLANS REVIEWERS BY DEPARTMENT. IF NOT APPLICABLE, PLEASE DESIGNATE N/A**

Engineering/Stormwater:	Planning and Zoning:		
Roads & Bridges:	BCWS:		
Planning & Zoning Dept: 843.719.4142	Engineering Dept: 843.719.4127	Stormwater Management: 843.719.4195	Roads & Bridges Dept: 843.719.4129



<b>DUE WITH PRELIMINARY PLAN SUBMITTAL</b>				
	<b>FEE TYPE</b>	<b>AMOUNT</b>	<b>CALCULATIONS/INSTRUCTIONS</b>	<b>TOTAL FEE</b>
<b>ENGINEERING SUBDIVISION PLAN REVIEW FEE—Due with application.</b>				
<input type="checkbox"/>	1-10 Lots	\$150.00		
<input type="checkbox"/>	11-50 Lots	\$150.00 plus \$15.00/Lot	_____ Lots x (\$15) + \$150 (eg. 48 Lots x (\$15) + \$150 = \$870)	
<input type="checkbox"/>	Over 50 Lots	\$900.00 plus \$5.00 per Lot over 50 Lots		
<b>ENGINEERING ROADWAY PLAN REVIEW FEE—Due with application.</b>				
<input type="checkbox"/>	Roadway <b>NOT</b> Associated with the Development of Lots	\$150.00 plus \$0.25 per linear foot of roadway centerline	_____ LF x (\$0.25) + \$150 (eg. 1500 LF x (\$0.25) + \$150 = \$525)	
<b>CONSTRUCTION INSPECTION FEE—Due prior to initial inspection.</b>				
<input type="checkbox"/>	1-10 Lots	\$200.00		
<input type="checkbox"/>	Over 10 Lots	\$200.00 plus \$0.50 per linear foot of roadway centerline	_____ LF x (\$0.50) + \$200 (eg. 1500 LF x (\$0.50) + \$200 = \$950)	
<b>PLANNING REVIEW FEE—Due with application.</b>				
<input type="checkbox"/>	1 & 2 Lots	\$25.00		
<input type="checkbox"/>	3-10 Lots	\$25.00 plus \$10.00 per		
<input type="checkbox"/>	11-25 Lots	\$50.00 plus \$10.00 per lot plus \$10.00 per acre		
<input type="checkbox"/>	26-100 Lots	\$200 plus \$10.00 per lot plus \$10.00 per acre		
<input type="checkbox"/>	Over 100 Lots	\$500 plus \$10.00 per lot plus \$10.00 per acre		
<ul style="list-style-type: none"> <li>All revisions to a preliminary plan requiring an additional Plan Review Committee Approval are subject to a fee 25% of the original review fee.</li> </ul>				

TOTAL Fees Attached with Application \_\_\_\_\_

Check # \_\_\_\_\_  
(if applicable)

\_\_\_\_\_  
Name and/or Address of Project

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

**OFFICE USE ONLY** Project Number: \_\_\_\_\_



<b>DUE WITH STORMWATER MANAGEMENT PLAN SUBMITTAL</b>				
	<b>FEE TYPE</b>	<b>AMOUNT</b>	<b>CALCULATIONS/INSTRUCTIONS</b>	<b>TOTAL FEE</b>
<b>STORMWATER SITE PLAN REVIEW—Due with application. Based on disturbed acres. *</b>				
<input type="checkbox"/>	< 0.5 acres	\$100.00 Flat Fee		
<input type="checkbox"/>	0.5-5.0 acres	\$150/disturbed acre \$100 minimum \$4000 maximum	_____ acres x \$150 (eg. 1.64 acres x \$150 = \$246)	
<input type="checkbox"/>	5.01 -10.0 acres			
<input type="checkbox"/>	10.01 + acres			
<input type="checkbox"/>	Variance or Waiver Request	\$200		
<input type="checkbox"/>	Major Revisions to Approved Plan***	\$300		
<input type="checkbox"/>	Minor Revision to Approved Plan****	\$150		
<b>STORMWATER/EROSION CONTROL INSPECTION FEE—Due once plans are approved and prior to construction.</b>				
<input type="checkbox"/>	< 0.5 acres	\$50.00 (Flat fee)		
<input type="checkbox"/>	0.5-5.0 acres	\$100.00 (Flat fee)		
<input type="checkbox"/>	5.01 -10.0 acres	\$200.00 (Flat fee)		
<input type="checkbox"/>	10.01 + acres	\$400.00 (Flat fee)		
<b>RE-INSPECTION FEE**</b>				
<input type="checkbox"/>	< 0.5 acres	\$50.00 per inspection		
<input type="checkbox"/>	0.5-5.0 acres	\$100.00 per inspection		
<input type="checkbox"/>	5.01 -10.0 acres			
<input type="checkbox"/>	10.01 + acres			
<ul style="list-style-type: none"> <li>• *Disturbed Area will be calculated to nearest tenth of an acre.</li> <li>• **A re-inspection fee will be required for all inspections initiated by a Corrective Order, Notice of Violation, or a requested Final Inspection for a site that was not complete on previous inspection.</li> <li>• ***A Major Revision includes changes to the detention pond design/calculations, pipe conveyance systems sizes/types, or watershed impacts.</li> <li>• ****A Minor Revision requires less than 3 hours of field investigation and plan review services.</li> </ul>				

TOTAL Fees Attached with Application \_\_\_\_\_

Check # \_\_\_\_\_  
(if applicable)

\_\_\_\_\_  
Name and/or Address of Project

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

**OFFICE USE ONLY** Project Number: \_\_\_\_\_