



MEMORANDUM

To: *The Development Community*

Re: *Roll out of New Development Review Application*

From: *The Berkeley County Departments of Planning and Zoning, Engineering/Stormwater, and Water and Sanitation (BCWS)*

Date: *January 31, 2020*

The Planning and Zoning Department coordinates with the Engineering/Stormwater Department and Water and Sanitation (BCWS) in the review and approval of site development plans (PLSP), preliminary subdivision plans (PLPR), and subdivision plats that do not qualify to be processed as "exempt" (PLFP; PLFS). Planning and Zoning will not approve any of these submittal types without concurrence from the Engineering/Stormwater Department (if applicable) and BCWS (if a submittal is located in its service area).

To streamline and better-coordinate plans/plats review with the Engineering/Stormwater Department and BCWS, the four departments now utilize the same plans/plats tracking software, conduct concurrent plans/plats reviews, and share a Development Review Application.

NEW Development Review Application

Starting Monday, February 3, 2020, all new and revisions to previously-processed site development and preliminary subdivision plan and non-exempt plat submittals will be required to utilize the new Development Review Application at the time of submittal/resubmittal (see enclosed). In addition, Applicants must complete and submit any applications/forms required by the Departments of Engineering/Stormwater, Water and Sanitation (BCWS), and Roads and Bridges. [Catherine Taylor, Plan Case Administrative Assistant](#), will be available to assist applicants with the new application.

Where to Submit Plans/Plats for Review

Applicants must submit plans/plat submittals, required applications, fees, and any additional supporting documentation to the [Plan Case Administrative Assistant located at 1003 Highway 52, Room 126, Moncks Corner, SC 29461](#), who will distribute the plans/plat submittal to the other Departments for review (see contact information enclosed).

Submittal Completeness Check

Once a plan/plat submittal is delivered to the [Plan Case Administrative Assistant](#), a "**completeness check**" will be performed to verify that the application has been completed, the required number of plans and any supporting documentation has been provided, and all applicable fees have been paid.

If an Applicant fails to submit any of the required materials and/or fees, they will be notified via email and their plans/plat submittal will be placed on hold for **6 months** from the initial date received. If the applicant fails to submit the required materials after **6 months**, the plans/plat submittal will be discarded. Any submitted fees are non-refundable.

If a submittal requires review at a scheduled monthly Plan/Plat Review Committee (PRC) meeting, a "**complete**" submittal is required to be received by the second Wednesday of the month prior to the scheduled meeting in order to be placed on the following month's meeting agenda.

Revisions/Resubmittals

Efficiency of the plans/plat review process is maximized when each applicable Department is reviewing the same version of the submittal. Because of this, Applicants **shall not** submit revisions to a previously-processed plans/plat submittal until all applicable Departments have provided comments. Failure to do so will cause Plans/Plat submittals **TO BE REJECTED** and discarded or returned to the Applicant. In addition, **pages 1, 3, and 4 of the enclosed Development Review Application** are required to be completed and submitted with all revisions/resubmittals to a previously-processed plan/plat.

Stormwater Utility Fee

The Stormwater Utility Fee schedule is important for Applicants to consider when preparing materials to submit to the **Plan Case Administrative Assistant**. Impervious surface (to the nearest tenth of an acre) must be noted on the application and plan submittals for each proposed parcel. This must be accurate to ensure that the correct stormwater utility fee is assessed. Please see the link below to access additional information about the fee schedule.

<https://www.berkeleycountysc.gov/drupal/engineering/swfee>

Staff Contacts and Summary of Submittal Requirements

The following staff members are available to assist with any questions concerning the submittal process:

Catherine Taylor, Plan Case Administrative Assistant

Berkeley County Planning & Zoning
1003 Hwy 52, Room 126
Moncks Corner, SC 29461
(843) 719-4142
catherine.taylor@berkeleycountysc.gov

Brandy Sparkman, Administrative Support Specialist

Berkeley County Water & Sanitation
212 Oakley Plantation Drive
Moncks Corner, SC 29461
Phone (843) 719-2314
brandy.sparkman@berkeleycountysc.gov

BCWS Submittals: All items listed on Appendix F26:

<https://bcws.berkeleycountysc.gov/departments/engineering/eng-forms/>

To simplify the submittal process, please see a summary of the submittal requirements on the subsequent pages and enclosed the *Development Review Application*.

SUMMARY OF SUBMITTAL REQUIREMENTS

SINGLE SITE DEVELOPMENT PLAN (PLSP)

Min. Number of Plans Required for Submittal	<u>Initial Submittal/Revisions</u> 3 full-size sets of plans 1 11x17 set of plans 1 digital copy	<u>For Final Approval (For Stamping)</u> 3 full-size sets of plans 3 11x17 sets of plans 1 digital copy
Stormwater/Calculations Drainage Report	Required for sites disturbing one-half (1/2) acre or more. Calculations may be required for sites disturbing one-half (1/2) acre or less (See BC Stormwater Designs Manual).	
SW Covenants	Only applicable to sites within MS4 Regulated Area.	
Encroachment Permits	Any required encroachment permits onto publicly-maintained roadways for access and/or drainage should be submitted to the appropriate maintenance authority. BCWS will apply for SCDOT and/or Roads & Bridges Encroachment Permits for water and/or sewer once plans have been approved. (If Roads and Bridges Review is required, 1 additional digital, full-size, & 11x17 set of plans is required at submittal*)	
Requirements for Certificate of Occupancy (CO) or Final Inspection	The Applicant is responsible for contacting the Planning and Zoning, Engineering/Stormwater, and BCWS Operations Departments to schedule inspections of site improvements for compliance to the approved plans before CO can be issued. <u>If site improvements are not installed in accordance to the approved plans, the Department(s) will object to issuance of CO.</u> The applicant is also responsible for submitting as-built drawings directly to BCWS, Attn: Brandy Sparkman, Administrative Support Specialist, for review. For required items, <u>See Appendix F27 in the link below:</u> https://bcws.berkeleycountysc.gov/departments/engineering/eng-forms/	
Traffic Impact Analysis	If required per SCDOT ARMS standards or to support SCDOT or County requirements. 3 hardcopies and 1 digital copy required for review.	

PRELIMINARY SUBDIVISION PLAN (PLPR)

Reviewed as part of monthly Plan/Plat Review Committee (PRC) Agenda.

Submittal Deadline for PRC	Second Wednesday of the month prior to the scheduled PRC meeting (<u>Complete Initial Submittals Only</u>).	
Min. Number of Plans Required for Submittal	<u>Initial Submittal/Revisions</u> <ul style="list-style-type: none"> • 3 full-size sets of plans • 2 11x17 sets of plans • 1 digital copy 	<u>For Final Approval (for Stamping)</u> <ul style="list-style-type: none"> • 3 full-size sets of plans • 3 11x17 sets of plans • 1 digital copy
Encroachment Permits	Applications for any required encroachment permits onto publicly-maintained roadways for access and/or drainage should be submitted to the appropriate maintenance authority and issued before plans can be approved. BCWS will apply for SCDOT and/or Roads & Bridges Encroachment Permits for water and/or sewer once plans have been approved. <u>(If Roads and Bridges Review is required, 1 additional digital, full-size, & 11x17 set of plans is required at submittal*)</u>	
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SW Covenants	Only applicable to sites within MS4 Regulated Area.	

Plans Review Process Memorandum

Traffic Impact Analysis If required per SCDOT ARMS standards or to support SCDOT or County requirements. 3 hardcopies and 1 digital copy required for review.

NON-EXEMPT FINAL SUBDIVISION PLAT/FAMILY SUBDIVISION SUBMITTALS (PLFP, PLFS)

Reviewed as part of monthly Plan/Plat Review Committee (PRC) Agenda.

Submittal Deadline for PRC Second Wednesday of the month prior to the scheduled PRC meeting (Complete Initial Submittals Only)

Dedication Statements All dedication statements, dedicating easements for public or private use, shall be executed.

Required Subdivision Infrastructure

- Required public infrastructure (roads, water, sewer, etc.) has been constructed to applicable standards and/or financial guarantees for roadway and drainage systems have been accepted by Engineering/Stormwater pursuant to the typical performance and warranty bond requirements or, in the case of water and sewer utilities, BCWS.
- Private roadway and associated drainage facilities have been installed, certified, and required private road maintenance assurances have been submitted and accepted by the Planning and Zoning Department

Required Bufferyards and/or Landscaping Required landscaping is in place or financial securities have been provided and deemed acceptable by the Planning & Zoning Administrative Officer.

Required Street Trees and/or Sidewalks

- Required Street Trees and/or Sidewalks that adjoin common areas shall be installed prior to final plat approval or sufficient financial securities have been accepted by the Planning & Zoning Administrative Officer.
- Required Street Trees and/or Sidewalks that adjoin residential lots shall be installed according to the applicable standards prior to issuance of Certificates of Occupancy (COs) for dwellings located on adjoining properties.

Min. Number of Plats Required for Submittal	<i>Initial Submittal/Revisions</i>	<i>For Final Approval (for Stamping)</i>
		6 copies of plat

AFTER PLANS ARE APPROVED

Responsibility of Applicant

- Once a preliminary or site plan is approved, a hardcopy (original stamped by Planning & Zoning and Engineering) is required to be on site. The Applicant and their Contractor are responsible for ensuring that all site improvements are installed according to the approved plans.
- If an applicant seeks to deviate from the approved plans, they must submit a revision to the plans for review and, upon demonstrated compliance to applicable standards, obtain approval before any changes are authorized on site.
- The applicant must provide the **PLAN CASE NUMBER** at the time of building permit application.
- The applicant/contractor is responsible for initiating all required inspections prior to project closeout or CO issuance.

****BCWS SUBMITTALS MAY REQUIRE ADDITIONAL DOCUMENTS AND SETS OF PLANS NOT LISTED HEREIN. PLEASE VISIT: [HTTPS://BCWS.BERKELEYCOUNTYSC.GOV/DEPARTMENTS/ENGINEERING/ENG-FORMS/](https://bcws.berkeleycountysc.gov/departments/engineering/eng-forms/) FOR A LIST OF REQUIRED DOCUMENTS AND PLANS****

