

DARLINGTON COUNTY PLANNING COMMISSION

1 PUBLIC SQUARE, ROOM 405 * DARLINGTON, SOUTH CAROLINA 29532 * 843-398-4610
Fax 843-398-4649



Darlington County Planning Department Commercial Development Packet

The Darlington County Planning Commission is charged with ensuring responsible growth and development in Darlington County. Planning Staff will evaluate your development plan in terms of access to public roads, stormwater management, water & sewer availability, and correct E911 addressing. The review begins with providing basic information to Planning Staff and meeting for a predevelopment conference. You may schedule your conference with Doug Reimold, Planning Director, or Charles Brooks, Sr. Planner, by calling 843 / 398-4610. You should complete the following questions prior to the predevelopment conference, as the information will be crucial to a successful development conference.

Commercial Development Background Information

Information on Property Owner(s)

Name(s)
Telephone #
Address:

Information on Contact Person:

Name(s)
Telephone #
Address:

Information on Subject Property:

Tax Map Number(s):	
Describe existing development on subject property:	
Describe proposed development on subject property:	
Type of Water: Well / Municipal	Type of Sewer: Septic System / Municipal

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Site Grading Plan Requirements

- Minimum of 3 sets – applicant should submit additional plans if more than one approved plan is required for applicant's records
- Drawn to Scale
- Based on current survey data which shows at a minimum:

- _____ Existing and proposed elevation contours or spot elevations
- _____ Identify the outfall and drainage pattern with arrows
- _____ Label rim and invert elevations of drainage structures of existing & proposed
- _____ Type of ground surface (grass, asphalt, gravel, etc.) of existing & proposed
- _____ Existing and proposed structures & improvements with finished floor elevations, building dimensions and roof drainage patterns
- _____ Existing and proposed storm drainage with discharge to outfall identified
- _____ Property line information with current adjoining landowners & land use
- _____ Grades of proposed swale(s) or ditch(es) with typical cross-sections shown
- _____ Traffic flow and signage along with connection to public access
- _____ Tax Map Parcel #s
- _____ North arrow
- _____ Vicinity map
- _____ Water supply & hydrants for fire protection & fire access road if needed

Staff Use:

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Confirm Floodplain Status / Panel:

450060- _____ B effective 07/03/91

Zone X Zone A If A, BFE determined? _____

If in floodplain A, development must comply with federal, state and local development standards.

_____ Date that applicant provided with copy of Darlington County Code Section 3.4 Flood Hazard Districts

_____ Date that Pre-development elevation certificate (if BFE determined) or floodplain development permit submitted. Date planning staff reviews & approves submittal _____

_____ Date that Post-development elevation certificate is submitted & date copy forwarded to Codes Enforcement _____

Agenda Date:

Director's Notes Completed?

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Items to Submit as Part of Review Status

The applicant shall submit the following items for consideration and is responsible for all associated costs. Submittal of the following items does not guarantee Planning Department approval. Please contact Doug Reimold, Planning Director, at 843 / 398 – 4610, if you have any questions regarding the review requirements or status.

Drainage Plan

Applicant must submit a minimum of 3 copies of a site plan that includes drainage information and if disturbing more than 2 acres, at least 2 copies of engineering calculations for 25 year storm event to the Planning Department. Planning staff will forward plans and stormwater calculations to the County's engineer on a weekly basis. Plans submitted before Tuesday afternoon at 5:00 pm will be submitted on Wednesday to the engineer for a compliance review with County drainage standards. The review time varies based upon workload and the complexity of the drainage plans. Failure to include a copy of the SC DHEC Stormwater Permit will delay approval. See handout titled **Site Grading Plan** for more details.

Encroachment permit

An encroachment permit is essentially permission to tie a new driveway onto a road, or to use an existing driveway. If utilizing a private road, applicant must provide copy of a recorded easement allowing access and use of the private road. Contact the appropriate agency for review requirements for obtaining an encroachment permit for state or county maintained roads.

SC DOT for State Maintained Roads: 843 / 393-6171 (Kevin Williams)

Roads & Bridges for County Maintained Roads: 843 / 398-4054 (Bobby Richardson)

Municipal Sewer System or Septic System

If tapping onto a municipal sewer system, provide copy of paid tap receipt. If using an existing system, complete a DHEC Wastewater application form, visit the Planning Department to obtain a "flood stamp" on the application form, and submit to the appropriate SC DHEC office. Applications are available at the SC DHEC offices and the Planning Department. Upon completion of SC DHEC review, you will receive a permit on blue paper. You must provide a copy to Planning Staff.

If installing a new system, complete a SC DHEC Wastewater application form, and submit with a copy of the plat (preferable) and / or deed for the subject property to planning staff for a "flood stamp". After planning staff verifies the floodplain status of the subject property, applicant is responsible for submitting the form and any additional paperwork to the SC DHEC office. Once approved, the applicant is responsible for providing a copy of the approval to Planning Staff.

SC DHEC for Septic Systems: 843 / 398-4401 302 Russell Street, Room 11, Darlington

Stormwater Review

The SC DHEC Stormwater Permitting Section reviews stormwater applications and issues permits for development that disturbs 2 or more acres. A copy of the approved permit must be submitted to the Planning Department. For development that disturbs less than two acres, applicant must provide a letter from DHEC Stormwater stating that review is not necessary.

SC DHEC for Stormwater Review: 803 / 898 – 0439 2600 Bull St, Columbia, SC 29201 (Jill Stewart)

Conclusion

Every effort will be made to identify required components for review at the preliminary development conference. However, in the course of the review, especially if plans change, planning staff may require additional documents. Applicant is strongly recommended to contact Code Enforcement Office at

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843 / 398-4011 to discuss submittal & review requirements for building plans.

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Checklist for Commercial Development

To Be Reviewed at Pre-Development Conference

Required	Submitted to Planning Dept.	Item
Yes ___	Date _____	Applicant received outdoor lighting handout
		SC DHEC Stormwater Permit if disturbing 1 acre or more
		SC DHEC Stormwater Letter exempting development from Stormwater Permit
		SC DHEC Approval of Existing or New Septic System
		If using Public Water or Sewer, letter from supplier authorizing hook-up
		Submittal of 3 copies of site plan with drainage plan – Deadline Tuesday 5:00pm for Wednesday submittals to engineer
		Submittal of 2 copies of calculations for 25 year storm event if project disturbs 2 or more acres
		NRCS confirmation if preparing a nutrient management plan, etc.
		Copy of easement agreements
		Elevation Certificate, LOMA or LOMR, Wet or Dry Floodproofing Plan if constructing in the floodplain – must meet with planner prior to review to discuss floodplain development requirements and submittals.
		Copy of encroachment permit (SC DOT if state road)
		Other:
		Other:

Developer understands that he / she is responsible for all of the costs associated with obtaining the above listed items and that planning approval is not guaranteed following submittal of the required items. Revisions to submitted plans may be required based upon review. Applicant is encouraged to discuss building plans with Codes Enforcement Office (843 / 398-4011).

Developer's Signature: _____

Planner's Signature: _____ Date of Conference: _____