

# PLANNING & DEVELOPMENT DEPARTMENT

## City of Easley

Post Office Box 466, 205 North 1<sup>st</sup> Street, Easley, SC 29641 • Office (864)855-7908 Fax (864)855-7951

### COMMERCIAL DEVELOPMENT SITE PLAN CHECKLIST

- All plats and site plans must be received ten (10) days before the 2<sup>nd</sup> Wednesday of the month. No plans will be accepted in part.
  - The review fee in the amount of \$ 1000.00 should be made payable to the City of Easley.
  - If you would like to purchase a Land Development book, the cost is \$25.00.
  - the Utility Provider form must be filled out.
  - Alarm System Application and fee information.
  - Stormwater Forms:
    - Less than One Acre
    - Silt Fence brochure
  - Site Development Grading Application
  - BMP Maintenance Agreement
  - Notification to Start Land Disturbing Activities
- All permits applicable to this project must be included, but not limited to:
- encroachment permit
    - For City roads, contact Lamar Hunnicutt of Easley's Public Works at (864) 855-7916.
    - SCDOT encroachment permit
    - Pickens County encroachment permit
  - SCDHEC-NPDES permit. There is a fee of \$ 125.00 which should be made payable to SCDHEC. Permit and check should be submitted to City of Easley Planning & Development Department. A charge of \$ 100.00 per acre after the first acre is required and the check should be made payable to the City of Easley.
  - Wetlands
  - Corps
- 7 sets of site plans and landscaping plans must be submitted to the Planning & Development Department.
- 1 set of civil drawings (including the site plan, utility plan, stormwater plan, grading plan and all applicable detail sheets).
- 1 Retaining Wall Engineered Drawings, if applicable.
- City of Easley Business License. **Work may not commence without a business license.**
- The Site Plan review process normally takes at least 30 working days to complete. The Planning & Development department cannot accept partial submittals for review. Payment must be submitted with all forms and plans; review will not begin without the entire package and monies.
- The developer should deliver plans to the following, and a letter should be submitted to the Planning & Development Office verifying delivery.
- 1 set to the school board
  - 1 set to Charter Communications
  - 1 set to Fort Hill Gas
  - 1 set to Powdersville Water, if available in this area
  - 1 set to the SCDOT
  - 1 set to Bell South
  - 1 set to Pickens County 911 and/or Anderson County 911

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Project Name: \_\_\_\_\_ Property Tax Number: \_\_\_\_\_

**THE FOLLOWING INFORMATION SHOULD BE INCLUDED ON THE COMMERCIAL SITE PLANS REFERENCED BELOW:**

SP: Site Plan LP: Landscaping Plan GP: Grading Plan FP: Fire Protection Plan

SP	<p>Identify the Name, Address, Phone and Fax Numbers of the developer/owner.</p> <p>Identify Name and Address of Architect, Engineer and/or Surveyor: Is the Site Plan: signed _____ sealed _____ dated _____</p> <p>Land Use: is this permit land use? YES or NO Identify the Zoning District on the Site Plan: _____ Building Setbacks: Front: _____ Rear: _____ Side/Curb: _____</p>
SP/LP	<p>Identify the Name, Address and Parcel Number. <u>Scale of site plan and northern directional Location Map with intersection at two public street</u></p>
SP/LP	<p><u>Location of all PUBLIC and PRIVATE STREETS</u></p>
SP/LP	<p><u>Loading Areas: Are Loading Berths / Areas required? (commercial)</u> If yes, how many? _____ Show any required loading berth(s) on the Site Plan.</p>
SP	<p><u>Site Survey: Include the site survey with bearings &amp; distances, along with surveyor's seal &amp; date of survey on the Site Plan, OR submit a separate site survey. Seven (7) copies should be presented to the Planning &amp; Development department.</u></p>
SP	<p><u>Street Center Line – include this on the site plan</u></p>
SP	<p><u>Structures: Show all existing structures and manmade walls, fences, signs, etc.</u></p>
SP	<p><u>Height/Square Footage – Note the building height and square footage within the building footprint on the Site Plan: Height _____ Sq. Footage of Bldg(s): _____ Finished Floor Elevation: _____</u></p>
SP/LP	<p><u>Dumpster Pads and Screen &amp; the Dumpster Statement: the dumpster pad requires a minimum dimension of 12' x 16' clear. Do not include the wall or gate within this area. The dumpster also requires an opaque front gate. Please show all details of the pad on the Site Plan.</u></p>
SP/LP	<p><u>Off Street Parking Requirements &amp; Handicap Parking/Statement: Identify and/or list the following information on the Site Plan: Required Number of Parking Spaces: _____ Actual Number of Parking Spaces: _____</u></p> <hr/> <p><u>Handicap Parking and Handicap Parking Statement: Show any handicap walkways and ramps on site plan and include the following disclaimer statement on the site plan: "All handicap spaces will be marked with a freestanding or wall mounted sign. The handicap sign shall be 7 foot in height from the bottom of the sign or above the driving surface." Identify and label at least one van accessible handicap space on the site plan that shows at least an 8 foot wide handicap access aisle. All other handicap aisles can be 5 foot wide. (Van accessible handicap spaces need to be dimensioned so that they are 17 feet wide by 18 feet long, which includes the 8 foot wide access aisle.) The access aisles may be shared between two handicap spaces.</u></p> <p>Handicapped ramps shall comply with the Federal ADA Regulations and include truncated domes (detectable warnings) in the ramp as required by ADA 4.7.7.</p>
SP/LP	<p><u>Parking/Driveway Surfaces: Identify the paving surface to be utilized for the driveways and parking areas on the Site Plan.</u></p>
SP/LP	<p><u>Signage and Signage Statement: Please note the square footage of all proposed signage. Also include on the Site Plan: "All signage shall comply with the City of Easley's Zoning Ordinance." If possible, include an example of the sign(s).</u></p>
GP	<p><u>Easements &amp; Utilities: Note all right-of-ways and easements, utilities on, over and under the site, including storm drains and catch basins.</u></p>
GP	<p><u>Contour lines: Show the existing and finished topography at two foot contours.</u></p>
GP	<p><u>Water Features/Streams and the Flood Plain: Is the property in the flood plain? YES or NO</u></p>

		Also note any steams, ponds, etc
	GP	Drainage with calculations
	GP	<u>Utilities:</u> Show the proposed
		<b>FIRE PROTECTION PLAN</b>
		<b><u>BUILDING INFORMATION:</u></b>
	FP	Provide the construction type (IBC), total square footage, stories above and below grade.
	FP	Will the project include a fire sprinkler system?
	FP	Indicate or describe any anticipated fire separations or fire walls. This will allow a reduction in the required water supply at the site for firefighting operations.
	FP	Indicate the location of any fuel storage tanks, vaults, or pits.
		<b><u>HYDRANTS:</u></b>
	FP	Indicate all existing hydrants in the area or at least within 500' of the project. Hydrants located outside of drawing area may be indicated by a measurement from a known reference point.
	FP	Indicate the size and type of water mains servicing the fire protection (hydrants, sprinkler, etc.)
	FP	Provide the available fire flow at the site. This is the available water supply, measured at 20 psi residual pressure, available for firefighting. Water data can be obtained from the local water company.
	FP	Hydrant quantities and spacing shall be in accordance with local fire department standards.
	FP	Clear spacing around hydrants shall be provided at all times in accordance with local fire department standards. Existing or new hydrants must not be blocked by fencing, storage, equipment or other items during construction in accordance with local fire department standards.
	FP	Indicate the locations of Fire Department Connections. Connections must be at least 40 feet away from the building and no closer than 20' but no further than 100' from a hydrant.
		<b><u>ACCESS:</u></b>
	FP	Provide fire apparatus access road in accordance with local fire department standards.
	FP	Access roads must be provided within 150 feet of all points of the structure and the minimum road width of 20' for all fire access lanes. Any deviations must be approved.
	FP	Access roads must be designed to meet the imposed loads of fire apparatus and shall be constructed of an all weather driving surface.
	FP	Indicate any substantial grade changes along a fire apparatus access route.
	FP	Provide approved turn-around for any access roads greater than 150 feet.
	FP	Fire lane signs and striping will be required in front site hydrants, fire department connections, or other critical areas subject to obstructions. Indicate all anticipated fire lanes on the plan. Contractors should receive approval for striping and signage prior to initiating work. Marking requirements may be obtained from the local fire department.
		<b><u>KNOXBOX</u></b>
	FP	A knoxbox for fire department use will be required on buildings equipped with an automatic fire sprinkler or fire alarm system. A key override system shall be provided for secured gates along fire apparatus access routes. The City of Easley Fire Department utilizes the "knox" key system. Ordering and mounting specifications can be obtained from the local fire department.