

NEW RESIDENTIAL SUBDIVISION DEVELOPMENTS CHECKLIST

- All plats and site plans must be received ten (10) days before the 2nd Wednesday of the month.
- The following fees will apply:
 - Exempt Subdivision fee is \$25.00
 - Minor Subdivision fee is \$50.00
 - Major Subdivision fee is \$500.00 or \$5.00 per lot, which ever is the greater of the two
- 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.
- Stormwater Forms: Stormwater Checklist Less than One Acre BMP Maintenance Agreement
 - Site Development (Grading) Application Silt Fence brochure
 - Notification to Start Land Disturbing Activities
- All permits applicable to this project must be included, but not limited to:
 - encroachment permit – If City road involved, contact Lamar Hunnicutt at (864) 855-7916.
 - NPDES permit from SCDHEC. 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.
- 7 sets of site plans, landscaping, utility, Stormwater and grading plans are needed unless this is a major subdivision. (see below)
- 1 Retaining Wall Engineered Drawing, if applicable.
- City of Easley 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.

MAJOR SUBDIVISIONS: The following is a list of how many sets of plans are required:

- 7 sets of plans should be submitted to the Planning & Development department.
- 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 the SCDOT 1 set to Bell South
 - 1 set to Charter Communications 1 set to Fort Hill Gas
 - 1 set to Pickens County 911 and/or Anderson County 911
 - 1 set to Powdersville Water, if AVAILABLE IN THIS AREA
- For your Review and help in planning, please review the following:
 - Codes Enforced by the City of Easley City of Easley Zoning Ordinance
 - Zoning and Setbacks City of Easley Code of Ordinances
 - Residential Permit Application

PLANNING & DEVELOPMENT DEPARTMENT

City of Easley

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

Project Name: _____ Property Tax Number: _____

THE FOLLOWING INFORMATION SHOULD BE INCLUDED ON THE PLANS REFERENCED BELOW:

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

SP	Identify the Name, Address, Phone and Fax Numbers of the developer/owner. Identify Name and Address of Architect, Engineer and/or Surveyor: Is the Site Plan: signed _____ sealed _____ dated _____ Land Use: is this permit land use? YES or NO Identify the Zoning District on the Site Plan: _____ Building Setbacks: Front: _____ Rear: _____ Side/Curb: _____
SP/LP	Identify the Name, Address and Parcel Number. Scale of site plan and northern directional Location Map with intersection at two public street
SP/LP	Location of all PUBLIC and PRIVATE STREETS
SP	Site Survey: Include the site survey with bearings & distances, along with surveyor's seal & date of survey on the Site Plan, OR submit a separate site survey. Seven (7) copies should be presented to the Planning & Development department.
SP	Street Center Line – include this on the site plan
SP	Structures: Show all existing structures and manmade walls, fences, signs, etc.
SP/LP	Parking/Driveway Surfaces: Identify the paving surface to be utilized for the driveways and parking areas on the Site Plan.
SP/LP	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).
GP	Easements & Utilities: Note all right-of-ways and easements, utilities on, over and under the site, including storm drains and catch basins.
GP	Contour lines: Show the existing and finished topography at two foot contours.
GP	Water Features/Streams and the Flood Plain: Is the property in the flood plain? YES or NO Also note any steams, ponds, etc
GP	Drainage with calculations
GP	Utilities: Show the proposed
FIRE PROTECTION PLAN	
HYDRANTS:	
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.
ACCESS:	
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.