

ARTICLE 3

SUBMISSIONS REQUIREMENTS

SECTION 1: SKETCH PLAN

A sketch plan application shall accompany all sketch plan submittals.

The purpose of a sketch plan is to provide staff with a general idea of how the tract of land will be developed. Furthermore, a sketch plan allows staff to assist the developer in preparing a development plan that complies with all relevant platting requirements prior to the significant project expenditures.

A sketch plan of a proposed land development shall be a boundary survey of the project site and shall contain the information show in Appendix A, Table 6 as applicable.

SECTION 2: DEVELOPMENT PLAN

Development plans of a proposed development shall be clearly and legibly drawn to scale. Contents of the development plan shall be consistent with Appendix A, Table 6 as applicable.

SECTION 3: FINAL PLANS/PLAT

Final plans/plat of a proposed development shall be clearly and legibly drawn to scale. Contents of the development plan shall be consistent with Appendix A, Table 6 as applicable.

Prior to final approval, all conditions of the development approval shall be satisfied. Applicable regulatory permits and authorizations shall be submitted to the Planning Department as shown in Appendix A, Table 6. For final plats that will be bonded, a financial guarantee shall be posted in accordance with the requirement of Article 5.

SECTION 4: PLATTING ACTIONS

Platting action as defined in Article 2 shall be clearly and legibly drawn to scale. Contents of a platting action shall be consistent with Appendix A, Table 6 as applicable.

SECTION 5: CERTIFICATIONS

All plats submitted for recording shall bear the applicable certifications as indicated in Appendix A, Table 6. The required format is shown in the Appendix B. Plats not showing the required certifications shall not be authorized for recording.

SECTION 6: LETTERS OF AGENCY

The applicant of a major development plan shall submit a letter of agency to the Planning Department during the development plan submittal whenever the applicant differs for the landowner of record for any parcel or portion of a parcel within the proposed project area. The landowner of record shall be the person(s), partnership, or corporation shown as the legal owner according to the record of the Georgetown County Assessor's Office at the time the plan is submitted. Presentation of a recorded and notarized sale agreement may be supplied to show new ownership of a transfer that has not been reflected in county records.

All letters of agency shall be in accordance with that shown in the Appendix B. Letters of agency may be submitted as faxes or copies at the development plan stage; however, an original shall be supplied prior to final plat approval.

SECTION 7: REGULATORY PERMITS AND AUTHORIZATIONS

7-1. General.

The regulatory permits and authorizations identified in this section are to be provided to the Planning Department in order to maintain an accurate record of completed major developments and major developments in progress. The following regulatory permits and authorizations are required in order to process major development applications. Copies or faxes may be submitted to fulfill the requirements of this Section.

7-2. Development Plan.

The following regulatory permits and authorizations or applications for such permits shall be provided to the Planning Department before or concurrent with the Development Plan submittal.

- A. Water and sewer authority letter (for projects to be serviced with public water and/or sewer) The letter(s) shall confirm the applicable authority's available capacity to service the proposed project.
- B. DHEC septic letter (for projects that are not to be serviced with public sewer). The letter(s) shall state that all proposed lots or units are suitable for the use of septic systems.
- C. US Army Corps of Engineers wetland delineation (if wetlands exist on the site) verification letter (form) containing the SAC file number and a copy of the plat referred in the letter, or; US Army Corps of Engineers spoilage certification (If applicable).

7-3. Additional Regulatory Permits and Authorizations.

The following regulatory permits and authorizations shall be provided to the Planning Department prior to the issuance of building permits and/or the recording of a final plat or phasing plat.

- A. OCRM certification - The letter shall verify the approval of a storm water management plan for the proposed project.
- B. US Army Corps of Engineers fill permit (if applicable). The permit shall be accompanied by the corresponding application along with fill diagrams.
- C. DHEC permit to construct water system.
- D. DHEC permit to construct sewer system.

- E. Road, drainage, and utility encroachment permits- The letter(s) shall clearly state the type and location of encroachments to take place.
- F. FEMA No-rise certificate (if applicable)- Will only be required where construction activity occurs within a floodway.
- G. DHEC operational permits for public water and/or sewer system or an adequate financial guarantee to ensure the completion of the improvements. The permit to operate the system will be required prior to the release of the financial guarantee.
- H. DHEC authorization letter indicating that the proposed lot(s) within the development have been approved for on-site waste disposal systems.
- I. Certification of final road inspection or an adequate financial guarantee to ensure the completion of the improvements. Final inspection certification will be required prior to the release of the financial guarantee.