

## Planning and Development Dept. – Permit Application Center

P.O. Box 1119, or 1 Town Square

Ridgeland, SC 29936

Phone: 843-726-7500 Fax: 843-726-7525

[www.ridgelandsc.gov](http://www.ridgelandsc.gov)



## SKETCH PLAN APPLICATION

### WHEN TO USE THIS PROCESS

This review is available for any project where the owner/developer wants direction and information on code requirements prior to submitting detailed plans.

### APPLICATION PROCESS

1. **Submit the following in PDF format** via email to [hspade@ridgelandsc.gov](mailto:hspade@ridgelandsc.gov)

- Sketch plan application (next page)
- Sketch plan that contains the information listed on the following pages.

There is no fee for a sketch plan review.

2. **Town staff will review your plan** and send comments back to the designated contact person on the application within 10 business days.
3. At that point, you may **schedule a meeting with Town staff** to discuss the comments and to talk through the next steps for your project. Please contact the Permit Application Center schedule this meeting.

# SKETCH PLAN APPLICATION

## INFORMATION

Project Address(es): \_\_\_\_\_

Tax Map #(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## APPLICANT

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Are there any recorded deed restrictions or restrictive covenants that apply to this property that are contrary to, conflict with, or prohibit the permitted activity being requested?**

Yes.

No. [Attested by Owner: \_\_\_\_\_]

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## PROPERTY OWNER

Property Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OTHER PROJECT CONTACTS

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## SKETCH PLAN CHECKLIST

Sketch plans should contain the following information. It would be helpful for the designer to refer to the Zoning Ordinance (TRZO) when preparing the sketch, particularly *Town of Ridgeland Smartcode*, *Town of Ridgeland Hydrant Policy*, *Town of Ridgeland Water and Sewer Authority Development Policy and Procedure Manual*, the *Town of Ridgeland Water and Sewer Standards*, and *Jasper County Stormwater Standards*.

### **GENERAL PROJECT INFORMATION:**

1. Show proposed name of project.
2. Include a vicinity map showing location of proposed project.
3. Show town limit lines if adjacent to the property.
4. For each lot to be developed, provide:
  - a. tax map number
  - b. zoning district classification, and if applicable, overlay zone(s)<sup>1</sup>
  - c. proposed land use (*Note: Many uses have use-specific standards that affect layout. For example, some may have larger setbacks or buffers than generally required in a zoning district for other use types. See TRZO Section 6).*
  - d. the shape, dimensions, and locations of all buildings (existing and proposed)
5. Show land use of adjacent parcels

### **ENVIRONMENTAL CONSIDERATIONS:** (TRZO SECTIONS 8.4-8.6)

1. Show topography of the site.
2. Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
3. Show streams, lakes, rivers, wetlands and other environmental features along with buffers.
4. Show areas where trees are located on the property.
5. Show any heritage trees, which generally are trees that are greater than 24 inches in diameter at breast height (or greater than 12 inches in diameter at breast height for Live Oaks or Palmetto trees).
6. Show open space areas. See (TRZO Table 9)

### **ROADS AND SIDEWALKS:**

1. Show proposed access points.
2. Show existing driveways and streets on both sides of the road within 300 feet of project.
3. Show existing sidewalks.
4. Show proposed sidewalks. Locate sidewalks outside of utility easements to the maximum extent practicable.
5. Show trails, if any existing along the property.
6. Show proposed bike lanes.

**PARKING LOTS:**

1. Show parking spaces. Things to keep in mind:
  - a. Parking lots must be paved (i.e., asphalt, concrete, etc.). Gravel parking areas are not permitted.
  - b. The Town has standards regarding how much parking can be located between the building and a street; see TRZO Section 5.
  - c. Parking areas must be separated from the building by at least 10 feet to allow for sidewalks and landscaping.
  - d. See TRZO Section 5.9 for the number of spaces required.
  - e. See TRZO Section 5.10 for parking stall and aisle dimensions.
  - f. Depending on the use, stacking lanes and/or loading areas may be needed.
2. Show cross-access or future stubs to connecting properties.
3. Show dumpster areas.

**LANDSCAPING:** (TRZO SECTION 5.11)

1. Show any required streetscape landscaping areas. Locate street trees and required landscaping outside of the utility easements.
2. Show any required land-use buffer areas.
3. Show any required internal property boundary landscaping areas.
4. Show parking lot landscaping areas.
5. Show building foundation planting areas.

**STORMWATER MANAGEMENT:**

1. Show locations of stormwater management facilities necessary for water quality and quantity per Jasper County Stormwater Management Design Manual.
2. Show location of outfall(s) of stormwater management facilities.
3. Show drainage easements with dimensions per Jasper County Stormwater Management Design Manual.
4. Provide drainage flow map from project site stormwater management facility outfall to named waterbody.

**UTILITIES:**

1. Show location of nearest available water/sewer/electrical utilities.
2. Show conceptual layout for sanitary sewer extension and water supply system.
  - Minimum easement width for a single pipeline – 15ft.
  - Minimum easement width for two pressure pipes installed in parallel – 20ft.
  - Minimum easement width for pressure pipe and gravity sewer in parallel – 25ft.
3. A temporary dedicated construction easement may also be necessary to account for materials and equipment used during installation of water and sewer infrastructure through private property. Once work is completed, the construction easement is terminated.
4. Note the sewer basin and receiving pump station, as applicable.
5. Show a 10-foot easement along the right-of-way for electrical utilities.
6. Show all property line points of stormwater inflow and outflow.
7. Show drainage flow patterns with arrows.
8. Show the area(s) designated for stormwater mitigation facilities.
9. Show preliminary calculations on the plan for an estimate of required stormwater mitigation volume, or establish an approximate area based on a volume of 0.25 ac-ft per acre of development.
10. Show easements for all public and/or private drainage systems

11. Refer to Town of Ridgeland Water and Sewer Authority Development Policy and Procedure Manual and the Town of Ridgeland Water and Sewer Standards.
12. Submit a Water and Wastewater Availability Request to Town of Ridgeland prior to submitting Sketch Plan.
13. Provide anticipated water and sewer capacity required, developed in accordance with Town of Ridgeland Water and Sewer Authority Development Policy and Procedure Manual.

**FIRE INFORMATION:**

1. Show location of nearest hydrant. (For distance and flow requirements, please see Town of Ridgeland Hydrant Policy.
2. The Fire Department will need access to within 150 feet of all points of the building. Show how this can be achieved.

**ARCHITECTURAL DESIGN:**

The Town of Ridgeland architectural design standards create help create attractive and lasting buildings. These standards specifically address elements such as the location of buildings, materials used, the amount of glass used, roof design, building entry design, etc. These are often reviewed at the time of Major Subdivision Application, but we wanted to make you aware of them now. Most of these standards are located in Article 5 of the TRZO.