



CITY OF SIMPSONVILLE SITE PLAN REVIEW APPLICATION

Docket No.	_____
Date Advertised	_____
Date Property Posted	_____
Date of Meeting	_____

SITE/PROPERTY LOCATION:

Property Address: _____
 Tax Map Number: _____

PROJECT ENGINEER: _____

Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 E-mail Address: _____

PROPERTY OWNER: _____

Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 E-mail Address: _____

LANDSCAPE ARCHITECT: _____

Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 E-mail Address: _____

AUTHORIZED AGENT: _____

Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 E-mail Address: _____

PROJECT ARCHITECT: _____

Mailing Address: _____
 City, State, Zip: _____
 Phone Number: _____
 E-mail Address: _____

Name of the Proposed Project: _____

Date of Pre-Application Meeting: _____

Zoning District of the Property: _____ Future Land Use Designation: _____

Specific Type of Use(s) Proposed: _____

Total Area of Property (Sq. Ft.): _____ Total Floor Area of Building(s): _____

Total Number of Units: _____ Amount of Open Space Provided: _____

For PD ONLY, Type of Request Sought (please check the appropriate box):

- Preliminary Development Plan Review
- Final Development Plan Review
- Major Change to Approved PD (e.g., boundary change, less open space, more access points, more intensive use)
- Minor Change to Approved Planned Development
- Other: _____

I do hereby certify as property owner/authorized agent that the information shown on this application is correct.

Property Owner/Authorized Agent **Signature**_____
Date_____
Property Owner/Authorized Agent **Printed Name**

SUBMITTAL CHECKLIST

Your application shall be accompanied by each of the following:

- Completed application (including signature);
- Written authorization or agent affidavit for any person that signs the application on behalf of the owner;
- A boundary survey* with vicinity map, title block, scale, north arrow, and topography;
- A scaled set of site plans* prepared and sealed by a registered engineer or land surveyor or landscape architect which depicts the following:
 1. Property lines;
 2. Building dimensions and locations;
 3. Parking plan and calculations;
 4. All ingress/egress points;
 5. Pedestrian walkways and amenity areas;
 6. Lighting plan;
 7. Grading, erosion, & sedimentation control plan;
 8. Utility plan.
- A scaled landscape plan(s)* and tree protection plan* prepared and sealed by a registered landscape architect showing all plant materials and installation details as required by the Simpsonville Zoning Ordinance;
- A tree survey* prepared and sealed by a land surveyor showing existing the location, species, and DBH of trees as required by the Simpsonville Zoning Ordinance;
- Scaled architectural elevations* and floor plans* for proposed buildings;
- A copy of any covenants, grants, easements, or other restrictions which would be imposed on the land or structures, including utility easements;
- A proposed building and unit numbering plan* ;
- For requests for **changes to an approved PD**, a cover letter explaining in detail the changes being requested and why the changes are being requested.
- For requests for **preliminary development plan review of a PD**, a scaled conceptual site plan(s)* prepared and sealed by a registered engineer or land surveyor or landscape architect depicting the following:
 1. The location and acreage of various areas by type of use;
 2. The primary traffic circulation pattern, including major points of ingress and egress;
 3. The maximum number of units and density of various residential types; and
 4. Maximum square footage of each type nonresidential use.
- For requests for **preliminary development plan review of a PD**, a statement of intent setting forth the characteristics of the proposed planned development including the following:
 1. A description of the procedures of any proposed homeowners association or other group maintenance agreement;
 2. A statement setting forth the proposed development schedule;
 3. A statement of the public improvements both on- and off-site that are proposed for dedication and/or construction and an estimate of the timing for providing such improvements;
 4. A statement of impact on public facilities including water, sewer collection and treatment, fire protections, etc.; and
 5. A statement concerning the appearance, landscaping, screening, and maintenance of any proposed pond, lake, or retention pond contained in the development.

*Please note that **three (3) paper copies of all plans and drawings and one (1) electronic copy of all plans and drawings in the Portable Document Format (PDF) shall be submitted.**

SCHEDULE (APPLICABLE FOR PROPERTIES ZONED R-M, C-1N, or PD)

City of Simpsonville Application Deadlines 2010												
	Jan. '10	Feb. '10	Mar. '10	Apr. '10	May '10	Jun. '10	Jul. '10	Aug. '10	Sep. '10	Oct. '10	Nov. '10	Dec. '10
Application Deadline	Jan. 6	Feb. 3	Mar. 10	Apr. 7	May 5	Jun. 9	Jul. 7	Aug. 11	Sep. 8	Oct. 13	Nov. 10	Dec. 8
Tribune Times Deadline (for staff)	Jan. 8	Feb. 5	Mar. 12	Apr. 9	May 7	Jun. 11	Jul. 9	Aug. 13	Sep. 10	Oct. 15	Nov. 12	Dec. 10
Tribune Times Advertisement	Jan. 13	Feb. 10	Mar. 17	Apr. 14	May 12	Jun. 16	Jul. 14	Aug. 18	Sep. 15	Oct. 20	Nov. 17	Dec. 15
Planning Commission Mtg.	Feb. 2	Mar. 2	Apr. 6	May 4	Jun. 1	Jul. 6	Aug. 3	Sep. 7	Oct. 5	Nov. 4[†]	Dec. 7	Jan. 4
City Council Mtg. (if applicable)	Feb. 9	Mar. 9	Apr. 13	May 11	Jun. 8	Jul. 13	Aug. 10	Sep. 14	Oct. 12	Nov. 9	Dec. 14	Jan. 11

[†] This meeting will be on a Thursday due to elections which will be held on the first Tuesday of the month.