



Zoning Permit Guide

What Is a Zoning Permit?

A zoning permit is a document signed by the Planning Director or his delegated agent that authorizes the following:

- 1) The commencement of the use of a land or building, and/or
- 2) The erection, construction, reconstruction, restoration, alteration, conversion, or installation of a structure or building.

The zoning permit acknowledges that such use, structure, or building complies with the provisions of the Simpsonville Zoning Ordinance.

When Do I Need a Zoning Permit?

A zoning permit is needed prior to any construction, reconstruction, grading, alteration, demolition, or change in the use of or occupancy of any land, building, or other structure, including temporary uses. **Approval of a zoning permit is a prerequisite to the issuance of a building permit.**

A zoning permit is not required for the following:

- 1) The construction of a single-family residential structure (where permitted) and associated accessory uses and structures;
- 2) Public projects including the construction of any public streets or other public way, grounds, buildings, structures or utility;
- 3) Special events where permitted; and
- 4) Maintenance of any structure that does not involve a material change of use.

Step-by-Step Guide

1 Getting Started

- Understand what the zoning will allow for your property by reviewing and completing the “getting started worksheet”

2 Pre-Application (optional)

- The pre-application is an optional, informal review; it involves an informational meeting and is intended to help you undergo a preliminary review prior to additional engineering and architectural expenditures
- Contact Simpsonville zoning staff to schedule a pre-application meeting
- Submit your completed “getting started worksheet” and a draft site plan or sketch drawing (these materials may be electronically submitted to zoning staff in advance or brought to the scheduled pre-application meeting)

3 Submit Application Package

- Compile and submit all items listed on the submittal checklist (see below), including a completed application

4 Staff Review and Approval

- Staff will conduct a formal review for compliance with the zoning ordinance; staff generally strives to complete its review in five business days or less
- Staff may contact you for additional information or ask you to revise and re-submit materials in order to demonstrate compliance with the zoning ordinance
- Once approved, you will be issued a zoning permit or zoning approval, and you are then eligible for a building permit, if applicable, or a business license, if a building permit is not required

Submittal Checklist*

*Staff reserves the right to request additional information as necessary

- | | |
|--|--|
| <input type="checkbox"/> Completed Application | <input type="checkbox"/> Supplemental Forms, where applicable |
| <input type="checkbox"/> Property Owner Consent Letter | <input type="checkbox"/> Site Plans (see Site Plan Requirements) |



Getting Started Worksheet

DATE _____

PROJECT NAME _____

LOCATION _____

APPLICANT _____

CONTACT INFO _____

1. What is the property zoned? (e.g., B-G, Business—General, etc.) _____

2. Is the property located in a Design Overlay District? (review the Official Zoning Map)

Yes, it is in the Town Center District

Yes, it is in the Village Commerce District

3. Describe your proposed use. (e.g., single-family home, dentist office, gas station w/ convenience store, etc.)

4. Is my proposed use allowed in the zoning district of my property?
(review the “Table of Allowed Uses” in Section 3.1.5 of the Zoning Ordinance)

Yes, it is permitted by right

Yes, it is conditionally permitted

Yes, by special exception

No, it is not permitted at any level

5. How much parking will be required for your use?

(review the “Table of Minimum Parking Ratios” in Section 4.5.5 of the Zoning Ordinance)

Minimum Rate Requirement

(e.g., one space per 250 sq. ft. of gross floor area): _____

Calculated Number of Spaces Required

(e.g., 1 space per 250 sq. ft. x 10,000 sq. ft. = 40 spaces): _____

6. What is the maximum building height allowed? (e.g., 65 feet) _____

7. What are the minimum building setback requirements?

Front Yard _____

Side Yard _____

Rear Yard _____

8. What is the minimum amount of “open space” required? (e.g., 10 percent) _____

9. What landscape buffers or similar buffers will I need to provide?

(review Section 4.9.5. and Section 4.9.6 of the Zoning Ordinance)

Riparian Buffer (required adjacent to streams, water bodies, and wetlands—minimum width varies)

10-foot-wide Residential Buffer (required adjacent to single-family residential properties)*

5-foot-wide Common Buffer (required along any property line shared with another property)*

8-foot-wide Streetscape Buffer (required along the street frontage of each property)*

*See Section 4.9.6 for additional standards and exceptions.

10. What type of signage will be allowed? (review Section 4.10 of the Zoning Ordinance and the informational sheet provided in this guide)



CITY OF SIMPSONVILLE ZONING PERMIT APPLICATION

SITE/PROPERTY LOCATION:

Property Address: _____ Tax Map Number: _____

APPLICANT: _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

PROPERTY OWNER (if different from Applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Name of the Proposed Project: _____

Type of Project (please check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Demolition | <input type="checkbox"/> New Occupancy |
| <input type="checkbox"/> Grading | <input type="checkbox"/> Home Occupation (submit Supplemental Form) |
| <input type="checkbox"/> New Construction, Reconstruction, or Addition | <input type="checkbox"/> Temporary Use (submit Supplemental Form) |
| <input type="checkbox"/> Renovation or Remodeling | <input type="checkbox"/> Other: _____ |

Project Description (be specific): _____

- Submittal Checklist*: Supplemental Forms (if applicable)
- Consent Letter from Property Owner (if application is not signed by property owner)
- Site Plans – 3 printed copies/1 PDF copy (see Site Plan Requirements)

*Staff reserves the right to request additional information and/or materials as necessary

I do hereby certify as property owner/authorized agent that the information shown on this application and any attached forms and/or plans is correct.

_____ Signature	_____ Printed Name	_____ Date
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FOR CITY STAFF USE ONLY			
Date Received: _____	By: _____	Zoning District: _____	Overlay District: _____
	Initial Date	Comments: _____	
Public Works Review	_____	_____	_____
Fire Marshal Review	_____	_____	_____
Planning & Zoning Review	_____	_____	_____
		<input type="checkbox"/> APPROVED (<input type="checkbox"/> with conditions) <input type="checkbox"/> DENIED	



Site Plan Requirements

Sheet Size: 24" x 36" Scale: 1"=10', 20', 30', 40', 50', 60' or 100'
Depict on each sheet: development name, sheet title, page number, north arrow, scale bar, and property lines

All site plans shall include the minimum amount of information necessary to demonstrate compliance with the provisions of the Zoning Ordinance and shall generally include the following sheets and information:

1 Cover Sheet

- Title Block
- Property Address & Tax Map Number
- Vicinity Map
- Property Owner Name & Contact Info
- Engineer Name & Contact Info
- Landscape Architect Name & Contact Info
- Surveyor Name & Contact Info
- Sheet Index

2 Survey Sheet

- Boundary of the Development (show in heavy line)
- Length of Each Property Line
- Size (in square feet) of Each Property
- Easements of Record
- Spot Elevations & Contour Lines
- Streams & Bodies of Water
- Flood Plain and Wetland Delineations
- Trees with a DBH \geq 12 inches
- All Existing Buildings, Structures & Paved Areas

3 Site Plan

- Existing & Proposed Structures (label dimensions)
- Streets (depict R.O.W. lines and pavement edge)
- Driveways & Loading Areas (label dimensions)
- Traffic Signs & Markings
- Curbing & Wheel Stops (show design details)
- Minimum Parking Requirement Calculations
- Parking Arrangement (label parking stall dimensions)
- ADA Provisions
- Sidewalks & Walkways (label width)
- Label the Materials of All Paved Surfaces
- Outdoor Trash Facilities & Outdoor Storage (label dimensions)
- Fences & Walls (show design details)
- Outdoor Light Fixtures (label height of freestanding structures)
- Sites Amenities & Equipment (e.g., fountains, pools, benches, mechanical equipment, etc.)
- Landscaped Areas & Islands (label dimensions)
- Detention & Water Quality Ponds (label depth)

4 Grading Plan

- Existing & Proposed Structures
- Existing & Proposed Drainage Channels and Facilities
- Streams & Bodies of Water
- Flood Plain and Wetland Delineations
- Existing & Proposed Contour Lines
- Limits of Disturbance
- Finished Floor Elevations for Buildings

5 Utility Plan

- Existing & Proposed Structures
- Existing & Proposed Utilities and Services Lines
- Existing & Proposed Fire Hydrants
- Existing & Proposed Easements
- Indication If the Utility or Service Line Is Overhead or Underground
- All Relevant Dimensions Related to the Location of Utilities, Service Lines, and Easements

6 Landscape Plan

- Existing & Proposed Structures and Paved Areas
- Show Calculation of Open Space
- Landscaped Areas & Islands
- Proposed Trees & Shrubs (label name, size, and qty.)
- Existing Trees That Will Be Preserved (name & size)
- Ground Cover of Unpaved Areas (label name/type)
- Tree Protection Methods (show design details of protective barriers)
- Irrigation Systems

7 Architectural Building Elevations Sheet

- Height Measured to the Roofline
- Height Measured to the Cornice Line
- Screening of Any Rooftop Mechanical Equipment
- Visible Changes in the Façade (e.g., wall plane projections, columns, etc.)
- All Windows and Doorways
- Decorative elements & treatments including sills, trim, lintels, awnings, etc.
- Label All Building Materials

All site plans shall include the following NOTES:

- 1) All signage (except traffic signs) shall be subject to separate reviews and permits.
- 2) Private roadways and driveways shall not be the responsibility of the City of Simpsonville to maintain.
- 3) Stormwater management facilities shall not be the responsibility of the City of Simpsonville to maintain.
- 4) Parking spaces for persons with disabilities will be clearly delineated with upright signs.
- 5) Where applicable, landscaped areas shall be irrigated in accordance with S.C. laws and standards.



CITY OF SIMPSONVILLE HOME OCCUPATION SUPPLEMENTAL FORM

SITE/PROPERTY LOCATION:

Property Address: _____ Tax Map Number: _____

APPLICANT: _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

PROPERTY OWNER (if different from Applicant): _____

Mailing Address: _____ City, State, Zip: _____

Phone Number: _____ E-mail Address: _____

Name of the Business: _____

Description of the Home Occupation (be specific): _____

_____Is this location your primary residence? Yes NoDo you presently own this property/home? Yes NoDo your neighborhood's covenants and restrictions allow your home occupation? Yes No N/AAre there any other home occupations at this location? Yes No

If yes, please list and describe other home occupations _____

(Child Care Home Only) Is your back yard enclosed by a fence at least 4 feet tall? Yes NoSubmittal Checklist*: Consent Letter from Property Owner (if applicant is different than property owner)

*Staff reserves the right to request additional information and/or materials as necessary

I do hereby certify that the information provided herein is correct and that I understand the City of Simpsonville's regulations pertaining to home occupation including the following:

- ❖ I need to obtain a business license from the City of Simpsonville before I begin my home-based business.
- ❖ My home-based business cannot take up more than 25 percent of my home.
- ❖ No more than 2 clients, patients, or pupils can be at my home at the same time
 - Exception: A child care home can have up to 6 children
- ❖ Unless they live in my house, no more than 1 employee can be at my home at the same time.
- ❖ Deliveries for my business are limited to passenger vehicles & mail/express carriers (e.g., USPS/UPS/FedEx).
- ❖ No more than 1 commercial or business vehicle can be parked at my home at the same time.
- ❖ Any parking associated with my home-based business must be accommodated in my driveway.
- ❖ My business cannot create any disturbing or offensive noise, vibration, smoke, dust, odor, fumes, heat, glare, unhealthy or unsightly condition.
- ❖ I understand that outdoor storage and outdoor display for my home-based business is strictly prohibited.
- ❖ I understand that merchandise, commodities or goods cannot be sold or traded in person at my home.

Signature**Printed Name****Date**

118 Northeast Main Street ♦ Simpsonville, SC 29681
Ph. (864) 967-9526 ♦ Fax (864) 967-9530



Certificate of Construction Compliance Application and Checklist

DATE _____

PROJECT NAME _____

LOCATION _____

APPLICANT _____

CONTACT INFO _____

What Is a Certificate of Construction Compliance?

A Certificate of Construction Compliance is a document issued by the Planning Director or his delegated agent indicating his satisfaction that the development project has adequately adhered to the approved site plans for that development.

When Do I Need a Certificate of Construction Compliance?

A Certificate of Construction Compliance is needed ***prior to the issuance of a Certificate of Occupancy*** for any development project issued a Zoning Permit or which underwent a site plan review.

Certificate of Construction Compliance Checklist

The Planning Director shall consider the following criteria in assessing an application for Certificate of Construction Compliance:

- Compliance with all applicable provisions of the Simpsonville Zoning Ordinance and the Simpsonville Land Development Regulations;
- Compliance with all requirements of the approved site plan; and
- For Phased Developments:** The subject phase of the development must be able to function independent of future phases with all required infrastructure including, but not limited to, access drives, parking, drainage facilities, utilities, and required landscaping/tree planting.

Below are some common site elements that the Planning Director will inspect for:

- Outdoor mechanical equipment adequately screened
- Dumpster/garbage container enclosures installed
- Parking spaces arranged/stripped per approved plan
- Handicap parking spaces and access aisles striped and marked (upright handicap signs installed)
- Wheel stops are installed in appropriate locations
- Loading space(s) appropriately marked
- Sight triangles appropriately provided/maintained
- Sidewalks, walkways, and curb ramps installed per approved plan
- Stop signs, directional signs & traffic signs installed
- Address number(s) appropriately displayed
- Outdoor lighting is adequately shielded
- Trees and shrubs planted per approved plan
- Trees and shrubs are healthy & the appropriate size
- Landscaped areas are stabilized with appropriate ground cover (e.g., grass, mulch, etc.)

FOR CITY STAFF USE ONLY

Date Received: _____ By: _____ Initial _____ Date _____

Comments _____ Planning & Zoning Review _____

APPROVED with conditions DENIED

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