



Department of Planning and Development

Zoning Compliance & Building Permit

A Certificate of Zoning Compliance is required for the construction of a new building or structure, or the alteration of an existing building or structure. Ten (10) copies of a site plan must accompany all applications for a Certificate of Compliance. Site Plan requirements depend upon the type of building proposed to be constructed.

Site Plans for a Certificate of Zoning Compliance and Construction Plans for a Building Permit may be submitted to the Town of Moncks Corner at the same time. However, a Certificate of Zoning Compliance must be issued before a Building Permit can be issued.

Site Plan Requirements For Commercial, Multi-Family, Institutional or Industrial Buildings

1.	Site plans must be submitted with a certificate of ownership signed by the owner of the property being planned, or any other person having a recognized interest in the land upon which the development is proposed, or by their authorized agent. If the applicant is not the owner of the property, or is a contract purchaser of the property, a certified statement signed by the owner consenting to the submission of the application shall be submitted. If the applicant is not the sole owner of the property, a certified statement signed by all other owners or any entity representing the owners consenting to or joining in the application shall be submitted.
2.	Site plans must be drawn by an architect, engineer, landscape architect, or surveyor licensed and registered in South Carolina and must be stamped or sealed and signed.
3.	Site plans must be drawn to suitable scale and must show the following information:
	<input type="checkbox"/> Scale (graphical);
	<input type="checkbox"/> North point;
	<input type="checkbox"/> Location or vicinity map;
	<input type="checkbox"/> Street address of subject parcel;
	<input type="checkbox"/> Tax map number of subject parcel;
	<input type="checkbox"/> Name of owner of record with address, telephone number and e-mail address;
	<input type="checkbox"/> Name of agent (if one) with address, telephone number, and e-mail address;
	<input type="checkbox"/> Names of all professionals preparing plan with address, telephone number, and e-mail address;
	<input type="checkbox"/> Existing uses of land abutting the property with tax map and ownership data;
	<input type="checkbox"/> Size of parcel (acres or square feet);
	<input type="checkbox"/> Density (number of residential units per gross acre);
	<input type="checkbox"/> Current Zone district classification of subject parcel.
	<input type="checkbox"/> Property boundaries with dimensions of the subject parcel;
	<input type="checkbox"/> Location of property lines, existing buildings, existing easements, railroad rights-of-way, watercourses, wetlands, specimen trees, significant historical or architectural features, and other features on the site;

	<input type="checkbox"/>	Location of all existing or platted streets and/or other public rights-of-way within or adjacent to the site;
	<input type="checkbox"/>	Property boundaries of all adjoining properties with TMS #'s, names and address' of the owners;
	<input type="checkbox"/>	Property boundaries of properties on the opposite side of a common frontage street, with TMS #'s and names of the owners. The location of any curb-cuts, intersecting streets, outlines of buildings, water courses, and other significant features within 100 feet of the subject site shall be shown. This information may come from aerial photography and does not need to be at the same level of accuracy as information on the subject site;
	<input type="checkbox"/>	Topography at not more than 1 foot vertical intervals;
	<input type="checkbox"/>	Approximate location, widths, and classification of proposed streets (including turning lanes) with width of rights-of-way; a notation must be placed on the plan stating that all new streets will be dedicated for public use and maintenance; evidence shall be provided that the
	<input type="checkbox"/>	Shows steps taken to minimize curb-cuts on major streets and promote connectivity of adjoining streets and parking drives;
	<input type="checkbox"/>	Front set-back lines;
	<input type="checkbox"/>	Side set-back lines;
	<input type="checkbox"/>	Rear set-back lines;
	<input type="checkbox"/>	Foot-print of proposed building(s);
	<input type="checkbox"/>	Percent lot coverage;
	<input type="checkbox"/>	Height of proposed building;
	<input type="checkbox"/>	Layout of parking lots showing dimensions of travel lanes, parking bays, and typical parking space;
	<input type="checkbox"/>	Number of off-street parking spaces to served the total site (show calculations used at arriving at the number);
	<input type="checkbox"/>	Landscaping of parking lots (min. 10% of parking area must be in landscaping);
	<input type="checkbox"/>	Off-street loading space(s);
	<input type="checkbox"/>	Location, dimensions (height and width) and sketches or photographs of proposed signs;
	<input type="checkbox"/>	Location of proposed outdoor lighting; include statement that all outdoor lighting will be properly shielded so light emitted will not spill onto adjoining or nearby properties;
	<input type="checkbox"/>	Landscaping plan for entire parcel showing all existing specimen trees, specimen trees to be preserved, and locations and type of new plant materials;
	<input type="checkbox"/>	Drainage plan showing proposed site drainage features for controlling storm water runoff and conveying it to public outfalls; also include runoff calculations for engineering review; <i>evidence shall be provided that the drainage plan has been submitted to and reviewed by the storm water drainage authority with jurisdiction over the site, and that the drainage plan has been approved by such authority;</i>
	<input type="checkbox"/>	Utility plans showing existing off-site connection points for water, sewer, electrical, telecommunications, cable, and plans for extending these utilities from the connection point to the service area of the new building(s); <i>evidence shall be provided that the utility plans have been submitted to and reviewed by the Moncks Corner Public Works Commission and that the utility plans have been approved by the Commission;</i>
	<input type="checkbox"/>	Existing and proposed fire hydrants within 300 feet of the proposed building;
	<input type="checkbox"/>	Layout of soil erosion control facilities to be installed and kept in place during construction;
	<input type="checkbox"/>	Traffic impact study, prepared by a licensed traffic engineer, if requested by the Town Planner;
	<input type="checkbox"/>	Location of any park, recreational, or open space land which may be required to be provided in accordance with the Land Development Regulations.
4.		Prior to approval of the Site Plan, evidence must be received by the Planning and Development Department that:
	<input type="checkbox"/>	A storm water management plan has been submitted to and has been reviewed and approved by the storm water drainage authority with jurisdiction over the site;
	<input type="checkbox"/>	Plans for public water and sanitary sewer service have been submitted to and have been reviewed and approved by the Moncks Corner Public Works Commission;
	<input type="checkbox"/>	Plans for any new streets have been submitted to and have been reviewed and approved by Berkeley County Engineering and/or SC Department of Transportation.
5.		A digital Site Plan copy shall be submitted in PDF format