



Department of Planning and Development

Zoning Compliance & Building Permit

A Certificate of Zoning Compliance is required for the construction of all new buildings or structures, including residential buildings and for the alteration of an existing building or structure. Five (5) copies of a site plan must accompany all applications for a residential Certificate of Compliance.

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
Residential 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 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.	A site plan must be prepared on a recent boundary survey of the property.
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"/> Street address of the subject parcel;
	<input type="checkbox"/> Tax map number of the subject parcel;
	<input type="checkbox"/> Name of owner of record with address, telephone number, and e-mail address;
	<input type="checkbox"/> Property boundaries with dimensions and location of any easements;
	<input type="checkbox"/> Names of abutting streets;
	<input type="checkbox"/> Front set-back line;
	<input type="checkbox"/> Side set-back lines;
	<input type="checkbox"/> Rear set-back lines;
	<input type="checkbox"/> Foot-print of proposed dwelling and all accessory structures;
	<input type="checkbox"/> Exact location of proposed driveways;
	<input type="checkbox"/> Exact location of any specimen trees or any historic or architectural features;
	<input type="checkbox"/> Location of public water and sewer connections;
	<input type="checkbox"/> Layout of soil erosion control facilities to be installed and kept in place during construction;
	<input type="checkbox"/> Drainage plan showing method for controlling storm water drainage from site.
4.	A digital Site Plan copy shall be submitted in PDF format