



City of Hardeeville Development Permit Packet

WELCOME

Thanks for building in Hardeeville! This packet is designed to explain the development permit process and help answer any questions you may have.

GENERAL INFORMATION

Staff Review Committee

Applications for development permits are reviewed by a Staff Review Committee (SRC), made up of professionals from the fields of planning, engineering, fire protection, and water/sewer management.

Paperless

The City of Hardeeville has a paperless review process for development permit applications. Please see the "Submittal" section in this packet to learn more.

Additional Reviews & Approvals

Additional approvals may be needed for your project. Check with your Staff Contact for further information.

Staff Contact

In order to simplify correspondence, a staff member of the Planning & Development Department will be your sole contact during the process. Your Staff Contact is:



6 easy steps

1. pre-application meeting
2. submittal
3. SRC meeting & initial review
4. resubmittal
5. approval
6. next steps



1 PRE-APPLICATION MEETING

Before submitting plans to the City, please meet with Planning & Development staff to discuss your project.

At this meeting, you'll receive some initial feedback and go over the development process, submittal requirements, and expectations. Staff encourages you to bring any preliminary plans or concepts with you.

City of Hardeeville Planning & Development

2 SUBMITTAL

Files can be submitted in one of the following ways:

- your company's FTP site (if available)
- Dropbox account (www.dropbox.com)
- USB flash drive (thumb drive)
- compact disc (CD-R, CD-RW; *no DVDs*)

All files shall be in a PDF format. Please create the following PDFs and use the titles as the file names for the submittal. Listed below each title are the items that should be within the PDF document.

Documents.pdf

- Development Permit Application
- project narrative [1]
- letters of intent from utility providers
- additional permits, approvals, and/or correspondence from other agencies

Plans.pdf [2] (Site Plans)

- title sheet
- layout plan
- clearing / earthwork management
- grading & drainage
- stormwater / erosion & sediment control
- details & notifications

Exhibits.pdf

- Property Plat [3]
- Landscaping Exhibit [4]
- Parking Exhibit [4]
- Lighting Exhibit [4]

Fire & Water Flow.pdf

- Fire Protection Exhibit [5]
- water flow data, calculations, and exhibits

Drainage Report.pdf

- drainage report, calculations, and exhibits

Other Files as Requested

Please assign them unique file names

SIDE NOTES

[1] *Include this information in the project narrative:*

- a) project size (acreage/SF)
- b) length of new roads (measured from centerline), if applicable
- c) proposed land use (type of business, types of residences, etc.)
- d) current conditions of the land (topography, soils, flora, etc.)
- e) floodplain information (flood zone and base flood elevation)
- f) location to nearest fire station
- g) number of parking spaces (including ADA spaces as required)
- h) proposed construction start/completion dates
- i) any additional information requested by staff

[2] *All sheets shall include the following:*

- a) name and phase of development
- b) date(s), including original submittal date and revision history
- c) name & seal of registered professional
- d) name of city & county
- e) location or address
- f) tax map parcel (TMP) number
- g) north arrow & graphic scale
- h) size (SF), finished floor elevation
- i) height of all buildings; and location, size and type of all markers, monuments, and easements (proposed and current).

For the title sheet, please add a vicinity map and owner name and contact information.

[3] For proposed subdivisions of land into more than four separate parcels, a preliminary plat takes the place of a property plat. Please note however that a preliminary plat *does not* constitute a subdivision approval. A separate, final plat approval is required.

[4] Exhibits must also include notification sheet(s), outlining details of landscaping material, parking specifications, and lighting fixtures. If space permits, these exhibits can be combined onto one sheet.

[5] *Include this information in the Fire Protection exhibit:*

- a) widths on all fire department access roads
- b) turning radii on all intersections, turnarounds, and cul-de-sacs that are less than 100 feet in length
- c) length on all dead end roads (in accordance with IFC table D103.4)
- d) distance to nearest hydrants (no more than 500 feet apart)
- e) hydrant flow data (at least 1,000 GPM on each hydrant)
- f) water table showing main size, hydrant location, fire flow, and fire department connections (FDC)

Also, hydrants shall be numbered on the exhibit in accordance with the water table or water calculations.

3 SRC MEETING & INITIAL REVIEW

Your Staff Contact will confirm that they have received the submittal. They will schedule a SRC Meeting, typically 2-3 weeks from the submittal date.

Initial Review

During the period before the meeting, the SRC will review the plans and come up with a list of preliminary comments to share at the SRC Meeting.

SRC Meeting

At the SRC Meeting, you'll hear the preliminary comments from the review. From the dialogue, some comments can be answered, clarified, or stricken.

Formal Comments

After the meeting, the SRC will finalize its review comments and has 20 calendar days to send a Formal Comment letter. You are free to make edits to your plans, but you will need to wait until you receive a Formal Comment letter before you can resubmit.

4 RESUBMITTAL

Response Letter

Along with your resubmittal items, please include a response letter, addressing how you have edited or changed the plans to satisfy each comment. Please keep the responses in the same numerical order as the comments themselves.

Resubmittal Items

You will only need to resubmit items that required changes or modifications. Check with your Staff Contact to ensure a complete resubmittal.

Review

There is no timetable for reviewing resubmittals. Unless requested, there are no SRC Meetings for resubmittals. If all comments are satisfied, then the project moves on to the approval stage.

If there are outstanding comments that remain, then you will receive a Formal Comment letter, showing which items require additional attention and which items have been satisfied. The process recycles itself until all comments have been fully satisfied.

5 APPROVAL

Once all outstanding comments have been satisfied, the project can be approved and a development permit can be issued.

Stamped Plans

Due to state law, the City requires that all approved plans and permits shall be in hard copy (paper sheets) form. Please send or deliver two (2) site plans AND exhibits to your Staff Contact. The plan sets and exhibits will be stamped APPROVED and copies of the development permit will be affixed to the set.

On-Site Requirements

One set of stamped plans and exhibits AND the original copy (on yellow paper) of the development permit shall be on the construction site at all times. The other set of stamped plans and exhibits will remain on file at City Hall.

Please Note

A development permit approves "horizontal work" and does not replace or supplant any building permit, business license, or other approvals from any other agencies or authorities.

Revisions

If changes need to be made to the plans, please inform your Staff Contact. You will need to submit a cover letter detailing these changes along with any affected items that the revision may cause a change. Revisions are reviewed in the same fashion as resubmittals.



6 NEXT STEPS

Depending on the type of project, there are some additional steps that you will need to complete once you've obtained your development permit.

Subdivisions

Prior to construction, check with your Staff Contact to see if a pre-construction meeting will be required

Before lots can be purchased or sold, a final plat will need to be approved by the City and recorded by the appropriate county. This is a separate submittal process from the development permit.

Final plats can be approved while construction activities occur, however they will require "as-built" drawings and bond or legal surety as supplemental documentation. Upon the completion of the project, a final set of record drawings will need to be submitted.

Buildings & Structures

Schedule a meeting with the Building Official and the Building Permit Technician to discuss inspection and permitting requirements for vertical construction. Remember, development permits only approve "horizontal work".

Prior to completion, you will need to submit "as-built" drawings in order to obtain a **Certificate of Compliance** (C of C). This will include the site plans and the exhibit files shown on the previous page.

Planning Staff will inspect the site to ensure compliance between the plans/exhibits and the actual site itself. If the site has no issues, a C of C will be issued and the building(s) are eligible to apply for their Certificate of Occupancy from the Building Permit Technician. If there are issues, the Staff Contact will send a letter to you detailing the issues or concerns. From there, Staff will work with you to determine the solutions to move the project forward to final completion.

Signs

Any permanent signs that will be added to property or building(s) require a separate sign permit for the approval of the design and dimensions of the sign itself AND a building permit if it requires foundational or electrical work. Check with your Staff Contact for more information.

FEES

Development permit projects are subject to two (2) separate check payments, both of which are due upon the receipt of an application. Fees are set by City Council and may be subject to change. Check with your Staff Contact to verify fee totals.

The two payments are a **Plan Review Fee** (toward City's general fund) and a deposit towards the **Development Review Fee Account**, to help pay for contracted services

PLAN REVIEW FEE

The Plan Review Fee is based upon the location, type, and size of project that is being reviewed.

Planned Development District (PDD)

Residential:	\$1,000 + \$125 per lot/unit
Com/Ind:	\$1,000 + \$0.06 per gross sq ft
Other:	\$1,000 + \$0.03 per gross sq ft

Non PDD Areas

Residential (under 5 units):	\$250 + \$75 per lot/unit
Residential (5 or more):	\$500 + \$125 per lot/unit
Com/Ind (under 10,000 sf):	\$250 + \$0.06 per gross sq ft
Com/Ind (10,000 sf or more):	\$1,000 + \$0.06 per gross sq ft
Other:	\$1,000 + \$0.03 per gross sq ft

DEVELOPMENT REVIEW FEE ACCOUNT (DRFA)

Deposit checks for an application shall be placed in the DRFA in the name of the applicant and are used to pay the fees for the City's consulting firms assisting in the Staff Review Committee.

If the billable hours from the consulting firm(s) exceed the initial deposit amount and creates a negative balance, the City has the right to bill additional hours directly to the applicant.

Once the Development Permit is issued, the City will remit to the applicant any remaining balance in the account without interest. The Planning Director shall have final determination for deposit adjustments, additions, or remittances.

Residential

under 2 acres:	\$1,000
2 ac - up to 5 ac:	\$400/acre or fraction thereof, but not less than \$1,000
5 ac - up to 20 ac:	\$400/acre or fraction thereof, but not less than \$2,000
20 or more acres	\$400/acre or fraction thereof, but not less than \$6,000 or more than \$25,000

Commercial / Industrial / Other

less than 10,000 sq ft	\$2,500
between 10,001 to 20,000 sq ft	\$3,500
between 20,001 to 30,000 sq ft	\$4,500
between 30,001 to 40,000 sq ft	\$7,500
40,001 or more sq ft (or acres)	\$10,000



City of Hardeeville Planning & Development
 PO Box 609 (205 Main Street) | Hardeeville, SC 29927
 tel: 843 784 2231 | fax: 843 784 6384
 www.cityofhardeeville.com

OFFICE USE ONLY	
COH File #:	_____
INCODE #:	_____
Received on:	_____ Staff: _____

Development Permit Application

This application seeks a development permit for...

- a portion of a larger development *(fill in left section only)*
 an entire property *(fill in right section only)*

Project Name / Phase #: _____

Is this in a Planned Development District (PDD)? yes no

If yes, which PDD? _____

If no, what is the property's zoning district? _____

Project Acreage: _____ Flood Zone(s): _____

Project Name: _____

Address or approximate location in City: _____

TMP #: _____ Zoning District: _____

Total Acreage: _____ Flood Zone(s): _____

PROJECT INFORMATION

Residential

detached *(single-family homes on lots)*

attached *(apts, condos, townhomes, etc.)*

of new residential lots or units: _____

of parking spaces *(attached only)*: _____

Commercial / Industrial

new building(s) addition / remodel

total gross floor area of new building(s): _____ sq ft.

of parking and loading spaces: _____

Other Development

Provide information in the project narrative

institutional / civic

road / infrastructure / earthwork mgmt.

other _____

APPLICANT INFORMATION

Who is the primary contact person for this application?

- the owner(s) of the property *(fill in left section only)*
 an applicant or representative for owner(s) *(fill in both sections)*

Owner (Company): _____

Contact Person: _____

Mailing Address: _____

City / State / ZIP: _____

I prefer to be contacted by: cell # business # e-mail

Preferred Phone #: _____

E-Mail: _____

Applicant / Rep: _____

Contact Person: _____

Mailing Address: _____

City / State / ZIP: _____

I prefer to be contacted by: cell # business # e-mail

Preferred Phone #: _____

E-Mail: _____

SUBMITTAL

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the plans according to standards in the MZDO and other sources. I acknowledge that the City reserves the right to require additional information.

Review Fee: _____ DRFA Deposit: _____

Form D | Updated 3/2012

Signature: _____

Submittal Date: _____