

Planning & Development Department

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www.cityofrockhill.com



CIVIL ENGINEERING PLANS APPLICATION

WHEN TO USE THIS PROCESS

This application and checklist are used after you have an approved site plan (as well as any associated plats for the construction of roads and/or the platting of lots). Our staff will review your civil engineering plans to ensure that they comply with the City's standards regarding zoning, infrastructure/utilities, and aspects of the building/fire codes that affect site design and site construction details.

APPLICATION PROCESS

1. **Submit the following in PDF format** to the Permit Application Center through the online Services website at www.cityofrockhill.com/onlineservices

- Civil Site Construction Plan Application (page 2 of this application)
- Civil Site Construction Plans that contains the information listed on the following pages. **Combine all sheets** into one .pdf file **and add bookmarks** listing the sheet number to each page.
- [Willingness and Capability to Serve Application](#) (if not previously submitted)
- [Stormwater Plans Application Packet](#)
- [Stormwater Management Device Permanent Maintenance Agreement](#) (this is also required with as-built drawings after construction)
- [Notice of Intent \(NOI\) Application](#) for S.C. Department of Health and Environmental Control (SCDHEC)

If you submit civil plans at the same time as building plans, please submit separate packages.

2. **We will email you an invoice** for the plan review fee:
 - a. 2 acres or less: \$300
 - b. More than 2 acres: \$300 for the first two acres plus \$25 for each additional acre (rounding up to the nearest whole acre)

Please note: The review fee listed above includes up to two document review sessions of civil plans and up to two document review sessions of as-built drawings. If three or more sessions are required or either civil plan review or as-built drawing review, a new fee will be charged for each subsequent submittal in the same amount as listed above, up to a maximum of \$1,000 per occurrence. However, we will not require this additional fee if we identify new issues with the plans after our comments have gone out to you.

Additionally, a new fee in the same amount as listed above will apply to each request for plan modifications after the civil plans are approved.

[Sewer Basin Fees](#) also may apply.

3. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately 15 business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in revising your plans.

- 4. Apply for related permits:** Once all major comments have been addressed on your plans, you may apply for:
- A. State construction permits for water and sewer (the engineer must make application):
 - [SCDHEC Water Construction Permitting](#)
 - [SCDHEC Sewer Construction Permitting](#)
 - B. [SCDHEC NPDES Permitting](#) (the City will forward your completed NOI application to SCDHEC when your plans are approved)
 - C. City and State right-of-way encroachment permits
 1. If road or utility right-of-way is owned by **City of Rock Hill**: [Encroachment Permit Application](#)
 2. If road is owned by **South Carolina Department of Transportation** (SCDOT):
 - a) Submit application through [SCDOT Encroachment Permit Application Portal](#).
 - b) After obtaining initial approval from the SCDOT, upload a copy of the approved permit into the City's plan review and permitting software. If City Utilities are involved, we will sign the permit and email the signed copy back to you.
 - c) Upload the copy that we signed into the SCDOT Portal.
 - d) The SCDOT will then issue the final official encroachment permit to you.
 - e) Upload a copy of the final approved encroachment permit into the City's plan review and permitting software.
 3. If the road is owned by **York County**:
 1. Submit York County's [Application for Encroachment Permit](#) to that jurisdiction.
 2. Email copy of approved permit to Alyssa Calderhead (see top of page 1).

[Street Ownership Map](#)

- D. [Public easements](#)
- E. [The abandonment of City easement or alleys](#)
- F. [City wastewater discharge permit](#)
- G. [Lease site lights from City](#) (optional)

5. Before the City will issue a grading permit, you must have:

- A. Submitted to us or executed all the required related permits (A-F above); and
- B. Scheduled a pre-construction meeting with us.

CIVIL ENGINEERING PLANS APPLICATION

INFORMATION

Project Address(es): _____

Tax Map #(s): _____

Project Description: _____

APPLICANT

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Are there any recorded deed restrictions or restrictive covenants that apply to this property that are contrary to, conflict with, or prohibit the permitted activity being requested?

Yes.

No. [Attested by Owner: _____]

Signature: _____ Date: _____

PROPERTY OWNER

Property Owner's Name: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

OTHER PROJECT CONTACTS

Name: _____ Company: _____

Phone: _____ Email: _____

Name: _____ Company: _____

Phone: _____ Email: _____

CIVIL PLANS CHECKLIST

Many regulations of the [Rock Hill Zoning Ordinance](#) and related documents effect site layout for both residential and non-residential projects. While you would have encountered these standards at an earlier stage of review, such as the preliminary plat or major site plan stage, we list key sections here again for easy reference.

SINGLE-FAMILY RESIDENTIAL

Topic	Zoning Ord. section	Notes
Use-specific standards	4.3.3	Includes information on items that must be shown on civil plans, such as amenities and associated parking.
Lot dimensions	6.6	Lot dimensions vary by zoning district, but alley, parking, and other standards often require larger dimensions than are shown in the table—it is critical that you refer to the associated notes in the table before you configure lots.
Neighborhood design standards and street design standards	Neighborhood design standards—6.3 Street design standards 6.7; also, App. 6-A for cross-sections	6.3 includes standards regarding allowed block length, when rear alleys are required, and the amount of parking spaces required on- and on-site for each residence. 6.7 includes standards that affect the layout of streets, sidewalks, bike lanes, shared use paths, etc.
Development standards	Ch. 8	Standards regarding riparian buffers, tree protection, open space, landscaping (land use buffers, street tree options, etc.), parking, lighting, and signs.
Site and building design standards	9.2—single-family detached; 9.3—single-family attached	Some of these standards affect layout, particularly the garage requirements.
Construction standards	Ch. 7	Stormwater management, utility easements, and similar infrastructure standards.
If property is within an overlay district, also see the City's Historic Design Guidelines , Design Overlay District Standards , or Ch. 3 of the Zoning Ordinance for the Airport Overlay District regulations as applicable.		

NON-RESIDENTIAL AND MULTI-FAMILY

Topic	Zoning Ord. section	Notes
Use-specific standards	4.3.3	Lists numerous standards that vary by land use. These frequently effect layout, such as special buffer requirements.
Lot dimensions	6.6	Vary by zoning district.
Street design standards	6.7; also, App. 6-A for cross-sections	Numerous standards that affect layout—requirements related to street specifications, sidewalks, bike lanes, shared use paths, etc.
Development standards	Ch. 8	Standards regarding riparian buffers, tree protection, open space, landscaping (land use buffers, street trees, streetscape landscaping, etc.), parking (number required, how much allowed between building and street, etc.), lighting, and signs.
Site and building design standards	9.4—multi-family 9.6—non-residential	These standards effect layout, such as by requiring buildings to be oriented a particular way, and requiring buildings to include pedestrian zones.
Construction standards	Ch. 7	Stormwater management, dumpsters, utility easements, and similar infrastructure standards.
If property is within an overlay district, also see the City's Historic Design Guidelines , Design Overlay District Standards , or Ch. 3 of the Zoning Ordinance for the Airport Overlay District regulations as applicable.		

GENERAL PROJECT INFORMATION:

The following identifies required information to be placed on civil site construction plans.

PLAN STANDARDS

1. Base the site plan on an actual field survey of all rights-of-way with the front property corners of the lot staked. Provide spatial references to the horizontal coordinate system of NAD 1983 State Plane South Carolina FIPS 3900 (Intl Feet).
2. The plan must be drawn to a scale of not less than one inch equals 100 feet (1" =100')
3. All dimensions must be to the nearest one-tenth of a foot, and bearings must be shown in degrees, minutes, and seconds.
4. Show the location and a description of all property monuments.
 - a. Front lot monuments (plastic or wood) must be maintained by the developer throughout the construction of the development.
 - b. Final property pins must be in place before final plat approval.
5. Show sufficient information to determine readily and reproduce accurately the location, bearing, and distance of every road centerline, right-of-way line, and subdivision boundary lines.
 - a. Data must show the radius, center angle and tangent distance for center lines of curved streets.
 - b. Curved property lines must show cord bearing distances, arc, and radius.

GENERAL

6. Show proposed name of project.
7. Provide the name, mailing address, email address, and phone number of the owner and/or developer and designer of the site plan.
8. Include a vicinity map showing location of proposed project.
9. Include a map scale using appropriate engineer's scale, north arrow, and date.

EXISTING CONDITIONS

1. Show city limit lines if adjacent to the property.
2. Show all existing building—Show the location, size, and use of any structures that will remain. If any buildings are to be demolished, complete a [Demolition Permit Application](#). An asbestos inspection report and SCDHEC demolition permit may be required.
3. Show existing railroads
4. Show existing infrastructure:
 - a. Size and location of existing sewers, water mains and other underground facilities
 - b. Location (and size as appropriate) of storm drains, culverts, ditches, swales and drainage easements
 - c. Specific whether utility lines are in easements or rights-of-way
 - d. Location of utility poles and towers
 - e. Location and right-of-way of existing streets, curb cuts, and driveways within 300 feet of the site.
5. For each adjacent parcel, show:
 - a. land use
 - b. zoning district classifications
 - c. tax map number
 - d. property owner
 - e. development names
 - f. location and footprint of existing buildings
 - g. location of railroads
 - h. size and location of existing sewers, water mains and other underground facilities
 - i. location (and size as appropriate) of storm drains, culverts, ditches, swales and drainage easements

PROPOSED DEVELOPMENT SITE

1. Show the total acreage and total number of lots to be developed.
2. For each lot to be developed, provide:
 - a. tax map number
 - b. zoning district classification, and if applicable, overlayzone(s)
 - c. land use
 - d. lot number
 - e. lot layout with building setback lines, scaled dimensions, area in square feet, and utility easements with their width and use
3. Show all proposed buildings, along with
 - b. Height and number of stories
 - c. Total square footage by use
 - d. Building construction type
4. Show how the project will meet any use-specific standards.

BUILDING/FIRE CODES

1. Show location of grease traps (1,000-gallon minimum) for all commercial cooking establishments and/or the location of oil/grease separations (1,000-gallon minimum) for all car washes, garage facilities, etc.
2. Show location of nearest fire hydrant. Spacing should be 500 feet for commercial/industrial and 300 feet for apartments/condos. (This distance is measured in the direction of fire truck travel.)
3. Show Fire Department access to within 150 feet of all points of the building.
4. Show the location and dimensions of fire lanes for any building that is 15,000 square feet or more.

TOPOGRAPHY

1. Show topography by contours at vertical intervals of not more than five feet. All elevations shall refer to Mean Sea Level Datum (if available).
2. Show proposed major contour changes in areas where substantial cut and/or fill is to be done.

RIPARIAN BUFFERS

1. Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
2. Depict any water resources subject to riparian buffer standards, delineated by type. Delineate the undisturbed buffer area and the transition area. Note that any lands that are adjacent to or within 25 feet of a riparian buffer that have natural slopes of 33% must be included in the riparian buffer.

TREE RETENTION/OPEN SPACE/LANDSCAPE

1. Show amount of required tree canopy to be retained.
2. Show any heritage trees on the property.
3. Show required amount of open space.
4. Show required land-use buffers.
5. Show [landscape and lighting information](#) together.
 - a. For single-family neighborhoods, show common area landscape as well as landscape for the individual lots and any overflow parking lots.
 - b. For multi-family and non-residential uses, show street trees, streetscape landscape, internal property boundary landscape, building landscape, parking lot landscape, and service area screening.

WATER and SEWER

1. Show sanitary sewer easements of required size.
2. Show location of manholes, points of discharge, and direction of flow.
3. Note the sewer basin and receiving pump station, as applicable.
4. Show water supply system and any required loops.

STORMWATER

1. Show proposed impervious surface calculation.
2. Show property line points of stormwater inflow and outflow.
3. Show drainage flow patterns.
4. Show the areas designated for stormwater mitigation facilities.
5. Show calculations for the required stormwater mitigation volume, or establish an approximate area based on a volume of 0.25 ac-ft per acre of development.
6. Show easements for all public and/or private drainage systems of required width.
7. Add note: "Stormwater mitigation measures shall be implemented in accordance with City of Rock Hill Infrastructure requirements, for water quality and quantity, including temporary controls for the land disturbance phase and permanent measures for post-construction.

ELECTRICAL

1. Show a 10-foot easement along the right-of-way for electrical utilities. Keep sidewalks out of the easement to the maximum extent practical. Keep street trees and shrubs two feet or larger out of the easement. Plant grass or other groundcover in the easement area.
2. Show proposed transformer or meter locations. Transformers must be accessible to utility vehicles and be at least 10 feet from any building.
3. Show the required utility conduit crossings for the City of Rock Hill electrical utilities and Comporium communications.

ROADS, SIDEWALKS, AND SHARED USE PATHS

1. Show any improvements required by a Traffic Impact Analysis (if one was required for the project).
2. Show proposed cross-sections.
3. Show required sidewalks and shared use paths.
4. Show road names.

PARKING LOTS

1. Identify cross-access drive or future stub connecting abutting sites.
2. Show at least one sidewalk connection from the parking lot to the adjacent right-of-way.
3. Show required distance from buildings.
4. Show the required number of parking spaces, including the required number and size of handicap parking stalls according to the international Building Code.
5. Provide typical parking stall, aisle width, and driveway entrance width dimensional call outs.
6. Show turning movements for large trucks (fire, sanitation, etc.)
7. Show stacking lanes for parking areas and drive-through uses.
8. Loading zones if required. Identify location and size.
9. Correct required number of bicycle racks.
10. For parking lots with more than 350 spaces, show primary drive aisles and connecting sidewalks.

DUMPSTERS

1. Show the location, size and number of dumpster pads.
2. Show the dumpster enclosure and plantings around it.

FENCING

1. Identify the location, type, and height of all proposed fencing. Keep in mind:
 - a. Fences must be located outside of easement areas unless the utility provider grants an encroachment permit.
 - b. Fences must remain clear of all sight distance and triangle areas.
 - c. Most stormwater detention ponds are required to have safety fencing.

OTHER

1. Submit written verification to serve from all non-city utility service providers (gas, telephone, & cable) if that was not already done as part of the preliminary plat application.
2. Show [all standard details](#) for water, sewer, stormwater, dumpsters, and construction drives.