

Planning & Development Department

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www.cityofrockhill.com



LANDSCAPE AND LIGHTING PLAN APPLICATION

WHEN TO USE THIS PROCESS

The Rock Hill Zoning Ordinance (RHZO) has landscape and lighting standards that must be shown to be met before a building permit can be issued for your project. Because these site elements can conflict with each other if not planned together, we review compliance these standards in one of two ways:

1. As a sheet within the civil construction plans. This is recommended to ensure there is no delay in issuing the building permit.
2. Separate from the civil construction plans. That is when you would use this form.

A NOTE ABOUT SIGN LOCATIONS

Sign locations are reviewed through a [separate process](#). It helps to submit for those locations as early as possible so that we can make sure that they do not conflict with the landscape and lighting plans.

APPLICATION PROCESS

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

- Landscape and Lighting Plan Application** (page 3)
- Plan sheets** that contain the information listed on the following pages of this document and include:
 - Lighting plan** with location of all site and external building lighting
 - You may [lease site lights from the City](#), but that is not required.
 - List the lighting provider you have selected (City or a private provider).
 - Landscape plan**
 - Overlay** of landscape plan, lighting plan and utility plan showing all utility lines and associated easements to confirm plans are compatible.
 - Photometric plan** based on the chosen light fixtures. (This may be waived for small or infill sites where code compliance and compatibility can be determined through other data.) Note that if you have selected the City as your lighting provider, the Utilities Department will request a photometric plan from the lighting vendor for you upon request. Please email the request, which includes the CAD file, to utility.dispatch@cityofrockhill.com.
 - Specifications and details** of all fixtures to be installed

Please be sure that your plans:

- Are scaled drawings, not smaller than 1" = 20'
- Combine all sheets into one PDF in the order shown on the cover page
- Include bookmarks with the sheet number and description of each page

2. **City staff will review your plan** and send comments back to the designated contact person on the application within 10 business days. If the plan must be revised, use the [Plan Resubmittal Instructions](#) to guide you in uploading your revised plans.

AFTER THE PLANS ARE APPROVED

After the plans are approved, the next step is usually to develop **building plans**.

If your project is limited to site work, and you do not need to have building plans reviewed, the next step is for the electrician to submit a [Trades Permit Application](#).

LANDSCAPE AND LIGHTING PLAN APPLICATION

PROJECT INFORMATION

Project Address(es): _____

Tax Map #(s): _____

Project Description: _____

APPLICANT

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

LIGHTING CONTRACTOR

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

OTHER PROJECT CONTACTS

Name: _____ Company: _____

Phone: _____ Email: _____

Name: _____ Company: _____

Phone: _____ Email: _____

CHECKLIST

Many regulations of the [Rock Hill Zoning Ordinance](#) and related documents affect landscaping and lighting plans. We are listing key sections here for easy reference. The reason for reviewing landscaping and lighting together is to avoid conflicts between trees and light poles due to issues with roots, the obscuring of the light due to limbs and leaves, etc.

Topic	Zoning Ord. section	Notes
Tree retention	8.5	Requirements regarding canopy tree retention areas, heritage trees, and tree protection
Open space and trails	8.6	
Landscape	8.7	Requirements related to streetscaping, land use buffers, internal property boundary landscaping, parking lot landscaping, building foundation planting areas, service area screening, performance guarantees, etc.
Landscape materials	Appendix 8-1	
Lighting	8.9	Requirements related to amount of light, type of light, height of fixtures, location of fixtures.
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.		

BUILDING CODE REQUIREMENTS

1. Provide a foundation detail for any light pole bases.
2. Provide specifications for all light fixtures. Must be UL listed.
3. Include complete wiring diagram that establishes compliance with the NEC.
4. COMcheck report or equivalent compliance report that establishes compliance with the 2009 International Energy Code.