

## Planning & Development Department

803-329-5590 / [permits@cityofrockhill.com](mailto:permits@cityofrockhill.com)

Physical (By Appointment Only): 155 Johnston Street, Rock Hill, SC 29730

Mailing: PO Box 11706, Rock Hill, SC 29731-1706

[www.cityofrockhill.com](http://www.cityofrockhill.com)



## RESIDENTIAL DRIVEWAY OR PATIO APPLICATION

### WHEN TO USE THIS PROCESS

This application is required so that we can review proposed paving or patio areas for compliance with stormwater and zoning requirements.

In some cases, a [civil construction plan](#) and land disturbance permit may be required instead of this process. Examples include a proposed change in drainage patterns, a large amount of paving proposed, and proposed land disturbance of more than one acre.

### APPLICATION PROCESS

1. **Submit the following in PDF format** through the Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices):

- The application on the next page
- A copy of your signed contract
- A Sketch Plan that meets the [Zoning Ordinance](#) requirements and shows all features listed on the [Sketch Plan Application](#). See the last page of this document for an example of a sketch plan.
- If a curb cut is being requested:
  - [Encroachment Application – City](#) for City-maintained streets; and/or
  - [Encroachment Application – SCDOT](#) for State-maintained streets.

2. **We will email you an invoice** for the required fees, which will be paid online.

[Fee schedule](#)

If the installer does not have a City [business license](#), one must be obtained before the request can be approved.

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

### ZONING AND STORMWATER STANDARDS

Refer especially to these sections of the [Zoning Ordinance](#) to help you design the sketch plan:

- Chapter 6.3- Single-Family Detached Parking Standards
- Chapter 6.6 –Table of Dimensional Standards
- Chapter 8.7—Landscaping Standards
- Chapter 8.8—Parking Standards

We review paving projects with respect to their distance from property lines. In most cases, paved areas cannot run right along property lines because doing so would interfere with planned stormwater drainage from the lot. Placing these features five feet away from property lines is usually sufficient to ensure proper drainage, but the necessary amount is determined on an individual basis based on the drainage patterns on the lot.

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**RESIDENTIAL DRIVEWAY OR PATIO APPLICATION**

Contractor Name: \_\_\_\_\_ SC License # \_\_\_\_\_ Business License#: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

For licensing information related to concrete paving, asphalt paving and grading, see S.C. Code of Laws Sect. [40-11-410 \(2\)](#).

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ Email: \_\_\_\_\_

Construction Address: \_\_\_\_\_ Tax Map Number #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Valuation of Work:** \$ \_\_\_\_\_ (total cost of project)

Size of Lot (sq. ft. or acres): \_\_\_\_\_ Re-Paved Area (sq. ft. or acres): \_\_\_\_\_ Newly Paved Area (sq. ft. or acres): \_\_\_\_\_

Area of Existing Principal Structure: \_\_\_\_\_ square feet

Total Area of Existing Accessory Structures (storage buildings, etc.): \_\_\_\_\_ square feet

Show the total area for each of the following on the sketch plan:

Type of Impervious Area	Existing (SF)	New (SF)
Roof		
Asphalt		
Concrete		
Other Hard Surface (gravel, etc.)		
Water Surface (wet pond)		
<b>TOTAL</b>		

Are you requesting a new curb cut?  Yes  No

**The applicant certifies information on this application is true and correct. If any information is false or misleading, approval for the project shall be considered void. Work must commence within 6 months or new approval is required. The applicant also attests that there are no recorded deed restrictions or restrictive covenants that apply to this property which are contrary to, conflict with, or prohibit the activity being requested.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Title (if applicable)

\_\_\_\_\_  
Applicant's Printed Name

\_\_\_\_\_  
Date

# Sample Sketch Plan

