

## Planning & Development Department

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## PRELIMINARY PLAT CHECKLIST

### WHEN TO USE THIS PROCESS

**Preliminary plats** (also called major subdivisions) are reviewed by staff and the Planning Commission to ensure that any lots or roads that are proposed to be created or modified will meet the City's standards regarding zoning, infrastructure/utilities, and aspects of the building/fire codes that affect site design.

Use this checklist when you are proposing to:

- ✓ Create four or more lots
- ✓ Create a new road or modify an existing road right-of-way

Once the preliminary plat has been approved, the next step is to develop and submit [civil engineering plans](#).

### When To Use A Different Application Process

- Use the [Minor Subdivision Checklist](#) for the subdivision or recombination of three or fewer lots if you are not proposing to create any new roads or modify any road right-of-way.
- Use the [Site Plan Application](#) if the request is for a non-residential or multi-family use that also includes a layout of the buildings and external areas of the site (parking lots, etc.). We will review the platting components along with the site design.

### APPLICATION PROCESS

1. Use [this online form](#) to **request road names and subdivision or development project names** from York County.
2. Complete a [Traffic Impact Analysis](#) for our review if one is required.
3. Obtain a **tree survey** so that you can plan your development around required tree save areas.
4. **Submit the following in PDF format** to the Permit Application Center through the Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices). Select the option to **Submit Plans** under the **Project** section of the page.
  - [Site Plans and Plats Submittal Form](#)
  - Plat showing the information on the following pages
  - Tree survey
  - [Willingness and Capability to Serve Application](#) if not already submitted with a sketch plan review
  - For single-family neighborhoods, architectural renderings or photographic examples of proposed amenities
5. **We will email you an invoice** for the required fees, which will be paid online. The plan review fee is \$200 for the first four lots, then \$25 each additional lot.

**Please note:** This fee includes two document review sessions. If three or more sessions are required, a new fee will be charged for each subsequent submittal in the same amount as listed above. 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 listed above also will apply to each request for plan modification after the plat is approved.

[Fee schedule](#)

Also note that if the plan preparer does not have a City [business license](#), one must be obtained before the plat can be approved.

6. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately 10 business days. If the plan must be revised (which is common), use the [Plan Resubmittal Instructions](#) to guide you in revising your plans.
7. **[Planning Commission meeting](#)**: The final step for the review of a preliminary plat is for it to go to the Planning Commission for review. The Planning Commission meets monthly.

## PRELIMINARY PLAT CHECKLIST

Many regulations of the [Zoning Ordinance](#) and related documents effect site layout for preliminary plats. While the entire Ordinance applies, these are the key sections that affect site layout. The preliminary plat must demonstrate that it meets these standards.

Topic	Zoning Ord. section	Notes
Neighborhood design standards	6.3	(Single-family uses only) Standards regarding allowed block length, when rear alleys are required, and the amount of parking spaces required on- and on-site for each residence.
Street design standards	6.7; also, App. 6-A for cross-sections	Numerous standards that affect subdivision layout—requirements related to street specifications, sidewalks, bike lanes, shared use paths, etc.
Lot standards	6.4-6.6	Standards regarding individual lot access and unusual lot situations such as flag lots; information regarding how to measure setbacks, including corner lots; and lot dimensions.  Lot dimensions vary by zoning district. Please note: for single-family uses, 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.
Use-specific standards	4.3.3	For single-family, some requirements must be shown on the preliminary plat, such as amenities, shared use paths, and phasing.  For other uses, this section of the code lists numerous standards that vary by land use. Some, such as special buffer requirements, may impact how large the lots need to be for a particular development.
Development standards	Ch. 8	Standards regarding riparian buffers, tree protection, open space, landscaping (land use buffers, street trees, etc.), parking, lighting, and signs.
Site and building design standards	Ch. 9	For single-family uses, some of these standards affect layout of lots, particularly the garage requirements.  For other uses, these standards also can affect layout, and therefore lot design, such as by requiring buildings to be oriented a particular way.
Construction standards	Ch. 7	Standards regarding stormwater management design, utility easement size, and similar.
Fencing standards	5.3	Allowed size, height, materials, etc.

If property is within an overlay district, also see the City's [Historic Design Guidelines](#), [Design Overlay District Standards](#), Ch. 3 of the Zoning Ordinance for the Airport Overlay District regulations, or Chapter 6 for the [Road Corridor Protection Overlay District](#) standards as applicable.

The following checklist will help ensure that you are submitting a preliminary plat that meets the City's zoning, infrastructure/utilities, and building/fire code standards that relate to subdivision layout.

## PLAN STANDARDS

1. Show the boundaries with all bearings and distances. Provide spatial references to the horizontal coordinate system of NAD 1983 StatePlane South Carolina FIPS 3900 (Intl Feet).
2. Show existing property lines to be abandoned as dashed lines.
3. The plan must be drawn to a scale of not less than one inch equals 100 feet (1"=100')
4. All dimensions must be to the nearest one-tenth of a foot, and bearings must be shown in degrees, minutes, and seconds.
5. 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.
6. 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

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

## EXISTING CONDITIONS

1. Show City limit lines if adjacent to property.
2. Show all existing buildings—Show the location, size, and use of any structures that will remain. If any buildings are to be demolished, submit a Demolition Permit Application ([commercial](#) or [residential](#)). 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. Specify 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. Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
6. Show local floodplain limits per City Stormwater Master Plan or expanded study limits for such.
7. Depict any water resources subject to riparian buffer standards, delineated by type. Delineate the undisturbed buffer area and the transition area. Note that 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.
8. Include tree inventory, including (a) heritage trees and (b) all other trees 18 inches or larger diameter at breast height. This is to determine the location of required tree save areas.

9. 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. size and location of existing sewers, water mains, and other underground facilities
  - h. location (and size as appropriate) of storm drains, culverts, ditches, swales, and drainage easements

#### **LOT INFORMATION**

1. Show the total acreage, the smallest lot size, and the total number of lots to be developed.
2. For each lot to be created, provide:
  - a. tax map number
  - b. zoning district classification, and if applicable, overlay zone(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

#### **USE-SPECIFIC STANDARDS**

1. Show how the project will meet any use-specific standards related to lot layout
  - a. For single-family neighborhoods, pay special attention to requirements related to amenities, phasing, and trails

#### **BUILDING/FIRE CODES**

1. Show location of nearest hydrant. Spacing should be 500 feet for non-residential, 300 feet for multi-family, and 1,000 feet for single-family residential. (This distance is measured in the direction of fire truck travel.)
1. The Fire Department will need access to within 150 feet of all points of all buildings. Show how this can be achieved.
2. Fire access roads must allow a 46-foot by 9-foot fire truck to pass through.

#### **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.

#### **TREE RETENTION/OPEN SPACE/LANDSCAPE**

1. Show amount of required tree canopy to be retained.
2. Show required amount of open space.
3. Show required land-use buffers.
4. Show street trees.
5. For single-family neighborhoods, show a public recreation easement along all floodplain areas.

#### **WATER AND SEWER**

1. Show preliminary plan for sanitary sewers with the location of manholes, points of discharge, and direction of flow.
2. Show sanitary sewer easements and water easements of required size in allowed locations.

3. Note the sewer basin and receiving pump station, as applicable.
4. Show preliminary plan for water supply system. Note that the water line must be looped, wherefeasible.

#### **STORMWATER**

1. Show the proposed impervious surface calculation.
2. Show all property line points of stormwater inflow and outflow.
3. Show drainage flow patterns with arrows.
4. Show the area(s) designated for stormwater mitigation facilities.
5. Show preliminary calculations on the plan for an estimate of 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 in allowed locations.

#### **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.
2. Also show fiber and gas easements if applicable.

#### **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 as approved by York County.
5. If alleys are used, they must be identified as "private."

#### **FENCING**

1. Even though a separate permit application is required, please also identify the location, type, and height of all proposed fencing on the site with this application. Keep in mind:
  - a. Fences must be located outside of easement areas unless the utility provider grants an encroachment.
  - b. Fences must remain clear of all sight distance and triangle areas.
  - c. Most stormwater detention ponds are required to have safety fencing.

#### **REQUIRED NOTES**

1. "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."
2. If property is a Master Plan (MP), include a note indicating that plan complies Master Planned Development (MP) master plan and that "Parcels identified as part of this Preliminary Plat are subject to a Separate Master Plan and Terms and Conditions document."