

Site Addition Online Submittal Checklist

APPLICANT CHECKLIST

- Application Fee (see [Fee Schedule](#))
- \$368.59 Inspection Fee
- One (1) complete set of civil plans and landscape plans (pdf)
- DHEC storm water application (NOI) [Click for application](#)
- Storm water calculations (if applicable)/C-SWPPP [Click for application](#)
- Tree Protection and Replacement Plan (if applicable, may be included in civil set)
- [Digital submission](#)
- Copy of Encroachment Permit application submitted to SCDOT (if applicable)

DESIGNER CHECKLIST

- Title block with project name and designer information
- Required map elements to include scale, north arrow, location map, and tax map sheet (TMS) number
- Property zoning
- Property boundary lines
- Adjacent roads with road name and right-of-way width
- Adjacent owners and parcel numbers (TMS numbers)
- [Lighting Certification](#), signed and dated
- Parking calculations based on proposed use ([LDC Sec. 26-173](#))
- Waters/Wetlands Survey or Line and Curve Tables (notes which identify the origin of boundaries). If not, statement that no waters/wetlands are on the site
- SCDHEC Stormwater Management and Sediment and Erosion Control Plan Review Checklist for Design Professionals (completed and signed). [Click for checklist](#)
- Richland County Design and Applicant Certification, signed and dated. [Click for certification form](#)
- Permanent Water Quality Calculations per DHEC Checklist. [Click for checklist](#)
- SCDHEC Permanent Stormwater System Maintenance and Responsibility agreement. (Completed and Signed) [Click for form](#)
- Stormwater Pollution Prevention plan and manual
- Storm drainage profiles showing hydraulic grade lines
- Striping and Signage Plan with note stating “All Sidewalks, Striping and Signage to be ADA and MUTCD compliant”
- Location of Hydrants (IFC 508.5.1: Within 500 ft. to all portions of structure[s])
- Fire Department Connections (IFC 912.2: Where sprinkler systems are present or required. FDC shall be within 100 ft. of hydrant)
- Access drives (IFC 503.1.1: Minimum of one access extending to within 150 ft. of all portions of the exterior walls of a building)

DISCLAIMER: This is not to be construed as containing all items, documents, or written information to be addressed or required by the Richland County Land Development Code (Chapter 26 of the Richland County Code of Ordinances) and/or other Richland County ordinances and laws. Project submittals that are mailed to Richland County are subject to the same review process and requirements as projects that are hand-delivered. Richland County does not assume responsibility for projects that are considered incomplete and not picked up as required.