

PRELIMINARY STAFF REVIEW CHECKLIST

SKETCH PLAN

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PLANNING AND DEVELOPMENT
PLANNING & ENGINEERING DIVISION
LAST REVISED: SEPTEMBER 26, 2016

A. Deadline is 28 days prior to Planning Commission meeting.

1	Electronic copy application. The Planning Commission Application form address: https://www.tompsec.com/forms.aspx?FID=171	
2	Electronic payment provided (only applicable for the Sketch Plan submittal that will go before the Planning Commission).	
3	Sketch Plan submittal with the completed Preliminary Staff Review-Sketch Plan Checklist.	

B. The following information is to be provided on the Sketch Plan.

TITLE BLOCK	1	Final/Former Project Name(s): Sketch Plan of	
	2	Project Location/Address/TMS number:	
	3	Subdivision Title/Tract Designation (if applicable):	
	4	Applicant/Company/Contact Info:	
	5	TOMP submittal date:	
	6	Revision box to be updated during the review process.	

C. The following items are to be depicted on the Sketch Plan, when applicable.

NOTATIONS	1	North arrow; drawn to graphic scale (not less than 1 IN = 100 FT).	
	2	Location map showing two main road corridors (parcel map preferred).	
	3	Flood hazard zones (elevations referenced & graphically depicted). <i>Note: Reference most recent FIRM community numbers & date.</i>	
	4	Phasing limits, where applicable.	
	5	Statement of method of sanitary sewer & public/private refuse receptacles.	
	6	Project history (transition of design consultant information/dates, previously approved/denied TOMP Board submittal dates, & other applicable submittal dates).	
TABLES	7	Zoning: use district, setbacks, yard requirements, height restrictions, maximum building coverage, parking, bufferyards [include critical line buffers referencing Ordinance 156.201 (I)(2), if applicable], ordinance number & adoption date (for PD Districts), etc. <i>Note: The statement of "These requirements are subject to change & confirmation is required prior to development. This zoning information is current as of the TOMP approval date of the Sketch Plan/Preliminary Plat/Final Plat." is required on the plan.</i>	
	8	Acreage chart indicating: total acreage of lots, open space, streets, ponds, wetlands, marsh, & amenity features, where applicable.	
	9	Legend illustrating typical features or elements which may include, but not limited to, HOA, tree designation, open space, streets/pedestrian connections, ponds, wetlands & marsh.	
PLAN DEPICTIONS	10	Surrounding land uses including TMS number, zoning classification, and current land use (townhouse, office, etc.)	
	11	Tract boundaries (bearings & distances of the tract perimeter). <i>Note: Applicable to smaller subdivisions.</i>	
	12	Lot arrangement (illustrate new & abandoned property lines).	
	13	Proposed lot acreage & lot dimensions.	
	14	Size & location of existing structures.	
	15	Location of open space area.	
	16	Public & private streets displaying name, pavement width, & right-of-way width. <i>Note: Charleston County Consolidated 911 Center approval to be submitted with the Sketch Plan submittal. Coordinate with the Department of Planning & Development staff for new addresses prior to the Preliminary Plat submittal.</i>	
	17	Pedestrian connections within the project, linking networks where possible.	
	18	Tree survey, tree assessment, one-foot contour topography, physical environmental features, existing/potential drainage systems. <i>Note: Surveys to include ≥16" DBH for single-family & townhomes; ≥8" DBH trees for all other development; smaller tree survey for special buffers. Assessments to include a color-coded health rating system (green = good, yellow = fair, red = poor), tree number, size, species, & tree protection zones.</i>	
	19	Existing & proposed easements: public/private drainage, water/sewer, utility & pedestrian.	
	20	Area(s) dedicated for public use, where applicable.	
	21	Amenity area(s) for private use, where applicable.	