

## SITE DEVELOPMENT CHECKLIST

For land development/building activities within the City of Anderson, SC, please follow the guidelines contained herein for submitting plans and obtaining permits.

A full set of plans shall include, at a minimum, the following:

- Existing Conditions and Demolition Plan
- Site Layout Plan
- Erosion Control and Grading Plan
- Utility Plan\*
- Stormwater Management Plan
- Landscaping Plan
- Any necessary details

*\*Subdivision plan package shall include construction plans for sanitary sewer and potable water systems.*

Each plan shall be drawn on its own sheet, and each sheet shall be signed and sealed by an architect, professional engineer, and professional land surveyor, as appropriate. In addition, a stormwater management calculation package should be submitted with appropriate sketches and drawings and shall include at least the following items:

- Signed and sealed stormwater calculations
- Drainage area map with onsite and offsite areas delineated
- Soils map
- Curve number determination, any calculation of composite curve numbers, and appropriate sketches for clarification
- Any applicable permits, including but not limited to, DHEC, SCDOT, Anderson County, FEMA, and US Army Corp of Engineers.

At a minimum, the site plans shall include the following items:

1. Specific location, including north arrow
2. Project narrative
3. Parking plan; for parking areas with ten (10) or more spaces, plan shall be prepared by a licensed engineer
4. Existing and proposed topo and spot elevations
5. Dumpster location(s) and screening
6. Development site shall comply with DHEC's stormwater management requirements and Article V of The Code of the City of Anderson, SC.
7. Existing and proposed utility locations

A detailed site development checklist is available through the Engineering Department. The telephone

number is (864) 231-2246, and the physical location is 1100 Southwood Street.

In order to provide for adequate plan review, please submit four (4) complete sets of plans and one (1) stormwater calculation package, as indicated above, to the City of Anderson Building Department at 600 South Main Street, Anderson, SC 29624. **Partial plans cannot be accepted.**

The minimum review time is four (4) weeks. A revision list will be returned to the developer/engineer with notes and/or comments. **If revisions/corrections are necessary, a revised set of plans and a cover letter addressing the revisions/corrections made shall be submitted to the Building Department.**

**The review process will not begin and grading or building permits will not be issued until approved DHEC\* and SCDOT\*\* permits are submitted to the appropriate department.**

*\*Please note that for development of a site disturbing less than 2 acres, a DHEC Stormwater Management Permit or letter accepting the application shall be submitted to the City prior to obtaining a permit.*

*\*\*Please note that for a property located on a street within the State Highway System, all activities within the Right-of-Way must be approved by applying to the SC Department of Transportation (SCDOT) for an encroachment permit. Such application also shall be approved by the City.*

If, on your site, sanitary sewer line construction involves the installation of new manholes and/or lines 8 inches in size or larger, a pre-design conference and a pre-construction conference with the City of Anderson Wastewater Treatment Division is required. The Wastewater Treatment Division is located at 309 Kirkwood Drive, and the telephone number is (864) 231-2250. The City of Anderson is approved to administer the Delegated Review Program for SCDHEC. Please submit the initial design and specifications to the Wastewater Treatment Division Director. After obtaining an acceptance letter from the Wastewater Treatment Division Director, the signed acceptance letter, plans, and other appropriate information shall be submitted to the Engineering Department for SCDHEC Delegated Review. A detailed checklist for delegated review approval may be obtained from the Engineering Department by calling (864) 231-2246.

For any additional information, please contact the Building Department at (864) 231-2217.