



# MAJOR SUBDIVISION REVIEW

## Sketch Plan – Application Form

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina 29902  
p. (843) 525-7049 / f. (843) 986-5606  
Email: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org) / Website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

Application Fee: \$250

**OFFICE USE ONLY:** Date Filed: \_\_\_\_\_ Application #: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?  Yes  No

**Has Project Attended a TRC Meeting?** (Required)  Yes  No

**Submittal Requirement:** 7 hard copies and 1 digital copy of all forms and information are required.

### Applicant Information:

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone No.: \_\_\_\_\_

Applicant Title:  Homeowner  Tenant  Architect  Engineer  Developer  Contractor

Owner (if other than the Applicant): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner E-mail: \_\_\_\_\_ Owner Phone No.: \_\_\_\_\_

### Project Information:

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Identification Number(s): \_\_\_\_\_

Site Area in Acres: \_\_\_\_\_

Proposed Area Allocations (in acres and percentage):

- Developed Area: \_\_\_\_\_ / \_\_\_\_\_
- Civic/Open Space: \_\_\_\_\_ / \_\_\_\_\_



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**Brief Project Narrative:** (Attach any necessary documentation, spec sheets, pictures, paint swatches, etc.)

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**Certification of Correctness:** I/we certify that the information in this application is correct.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** See pages 3-4 for the Sketch Plan requirements and checklist.



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### Sketch Plan – Requirements and Checklist:

The Sketch Plan shall consist of the following:

- Street Plan:** A preliminary traffic plan that addresses the following elements:
  - The proposed street network and connectivity to the existing street network, including all proposed access points.
  - The location and layout of all arterial and collector roads within the development.
  - The scope of a traffic impact study prepared by a SC licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
- Community Open Space Plan:** A preliminary open space plan that depicts compliance with Section 7.4 of this Code, with the following elements:
  - Proposed community open space distribution and location, including percentage of open space.
  - Compliance with Section 7.4.2, Community Green Space and Community Open Space Requirement.
  - Required buffer areas in accordance with Section 5.5.1.
  - Wetland areas and setbacks as determined by SCDES-BCM, if applicable.
  - Proposed park locations, acreage, and types of parks in accordance with Section 7.4
- Pedestrian Network:**
  - Location of all trails within the development, and connection to existing trail networks.
  - Connectivity of sidewalks to the existing pedestrian system, including any off-site sidewalk improvements. This includes planning for a one-quarter mile pedestrian distance.
  - Depiction of any bike lanes or any other multi-modal features.
- Zoning/Design:**
  - Location of zoning boundaries depicted on the Sketch Plan.
  - Sketch Plan shall show how the development is consistent with the surrounding area, and within the property itself.
  - Conceptual building design and massing.
- Overall Utility Plan:**
  - A letter from the appropriate utility, confirming the existing capacity of the surrounding utility system, and the future capacity of the utility system for the proposal. Utility plans for the interior of the development (such as water and sewer service lines) are not required as part of this process.
  - Proposed connections to the existing utility system.



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Application Fee: \$250

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### Sketch Plan – Application Submittal Requirements:

- Sketch Plan:** The application package shall include the following items:
  - Sketch Plan application form and fee.
  - Name of project.
  - North arrow, scale (not greater than one inch equals 200 feet), and date of preparation.
  - Vicinity map.
  - Legal description.
  - Acreage of property; acreage in each zoning district; acreage in parks; and acreage in open space.
  - USGS topographic contours.
  - Location and approximate acreage of proposed land uses.
  - Existing easements and rights-of-way on or adjacent to the property.
  - Existing streets on or adjacent to the property (show and label street names).
  - Table providing the following information for each proposed land use area: total acreage, proposed density; and proposed number of dwelling units and/or commercial buildings.
  - Location and acreage of proposed open space and parks as per Section 7.4, trails, regional trail connections, playgrounds, schools or other public uses.
  - Proposed street system depicting the location and layout of all arterial and collector roads within the development.
  - The scope of a traffic impact study prepared by a SC licensed traffic engineer which evaluates proposed access points, the existing street system, and any need for any road improvements (including off-site improvements) created by the proposed development.
  - Floodplain boundary with a note regarding the source of information.
  - Zoning on adjoining properties.
  - A letter from the appropriate utility, confirming the existing capacity of the surrounding utility system, and the future capacity of the utility system for the development.
  - Proposed connections to the existing utility system.
  - The location of any proposed or required lift stations.
  - Design rationale – description of how the development is integrated with the surrounding area, how it responds to site features/constraints and how it is consistent with this code.
  - General description of plan for drainage and storm water management, including any regional drainage solutions.
  - Description of how the proposed development complies with the City’s Comprehensive Plan.
  - Concept of structure location, massing and design.