

SINGLE FAMILY SITE PLANS REQUIREMENTS

Pursuant to [Section 19-2.3.9, Site Plan Permit](#), all development (or redevelopment) of any structure or parcel of land requires the issuance of a **Site Plan Permit** prior to the issuance of any building or construction related permit.

A Site Plan Permit is required for:

1. All new construction
2. Modifications affecting the existing gross floor area of a building or structure
3. Modification, or enclosure, of building features originally exempt from zoning dimensional standards (porches, balconies, breezeways, etc.)
4. Establishment of a land use at an existing, but currently-vacant, location
5. Change from one use to another as reflected in Section 19-4.1.2, Table of Uses
6. Development requiring the correction of nonconforming parking or landscaping

Single Family individual lot construction that is not part of a Larger Common Plan (LCP) of development is exempt from the filing requirements of the **Stormwater Permit**. However, Single Family infill lots shall comply with [Section 19-6.1, Single Family Residential Standards](#), which include Stormwater Detention/Retention Standards. Refer to the Single Family Site Plan Permit Application for applicability. Single Family individual lot construction occurs within a Larger Common Plan (LCP) of development (e.g. a subdivision), the Owner may be required to file a Notice of Intent with the State Department of Health and Environmental Control (SC DHEC) through the City of Greenville Environmental Engineering Bureau as part of the Single Family **Site Plan Permit**. The Environmental Engineering Bureau will work with each Permittee on a case-by-case basis concurrent with the **Site Plan Permit** review. Note that no construction activity is exempt from the floodplain, floodway, wetland, riparian environment, depressional storage and soil erosion and sediment control provisions of [Section 19-7, Stormwater Management](#).

[Section 19-2.2, Common Procedures](#), outlines the applicable process. Pursuant to [Section 19-2.2.6, Determination of Sufficiency](#), the Administrator shall determine the “completeness” of the application and its utility in enabling the Staff to determine compliance with the requirements of the Ordinance, the Design and Specifications Manual and this Administrative Manual. Upon determining “Sufficiency,” the Administrator will coordinate the Staff review of an application, consolidate comments, respond to the applicant with required modifications (if any), and issue the **Site Plan Permit**. To that end, the **Site Plan Permit** Administrator shall apply the following standards to the review of the submitted **Site Plan Permit** package:

1. **Compatibility** – The development and uses proposed in the Site Plan are allowed “By Right” in the subject zoning district or the Applicant has obtained a Special Exception or Conditional Use Permit pursuant to [Section 19-2.3.5, Special Exception Permit](#) or [Section 19-2.3.6, Conditional Use Permit](#).
2. **Zoning District Supplemental Standards** – The development and uses in the Site Plan comply with [Section 19-4.3, Use-Specific Standards](#) or the Applicant has obtained a Variance Permit pursuant to [Section 19-2.3.7, Variance Permit](#). The development complies with Section 19-6.9, *Single-family Residential Infill Standards*, if applicable.
3. **Development and Design Standards** – The development in the Site Plan complies with all standards in [Section 19- 6, Development and Design Standards](#), and the Design and Specifications Manual (or the BZA or Planning Commission has modified an interpretation of the Administrator).



At a minimum, the **Site Plan Permit** package shall include the following:

1. Completed **Site Plan Permit** Application with Fee
2. Completed **Site Plan Permit** Conditions Acknowledgement
3. Completed **Site Plan Permit** Checklist
4. Eight (8) paper copies of the project plan set (Note that if a **Stormwater Permit** is required in addition to the **Site Plan Permit**, the Applicant should make a single submission that meets the requirements of the **Site Plan Permit** and the **Stormwater Permit**.)

Typical Site Plan for Single Family Permit:

A provision of all required information is not a guarantee of permit approval. This list contains the minimum amount of information necessary for the review of a Site Plan Permit. The City of Greenville may require supplemental reports, data or information as necessary. The Administrator may waive or modify these plan requirements depending upon the legal and physical circumstances affecting the subject parcel and the proposed development. If you have questions concerning this checklist, please contact the Site Plan Administrator at (864) 467-4476.