

Application Submittal and Review

Major Site Plan

§18.5.3, North Augusta Development Code



Completeness Review

The approval process for a Major Site Plan application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §18.5.3. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Final Major Site Plan application must be made within ten (10) days of submission. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted.

Required for all Final Major Site Plan Applications:

a.	Planning and Development Application
b.	Required Fee
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	A dated survey of the site referenced to the state plane coordinate system based on the North American Datum of 1983 (NAD 83). (The reference to the state plane coordinate system may not be required in older, established areas of the City).
e.	Three (3) complete sets of engineered plans for initial review. A total of six sets will be needed at the time of final approval.
f.	One (1) set of calculations and all other required information not included in the engineered plan.
g.	Electronic copy (PDF) of plans.
h.	Electronic copy (PDF) and 1 hard copy of all supporting documents.
i.	Final detailed plans for the following: (many of these may be incorporated into Item b)
1.	Detailed Landscape Plan (Article 7, Landscaping).
2.	Detailed traffic improvement plan, if applicable (§11.7).
3.	Detailed parking plan (§8.4)
4.	Exterior Lighting Plan (§14.2)
5.	Signage plan, if applicable (Article 9, Signs).
j.	Stormwater management plan (Article 13, Environmental Standard).
k.	Complete DHEC Construction Permit Application Package, if required (Environmental Standard)
l.	Certificate of Zoning Compliance form for commercial uses, if not already processed.

Compliance Review

After a Final Major Site Plan application has been determined to be complete, project plans are reviewed by City staff. If the final major site plan conforms to the approval of the Planning Commission, the provisions of the North Augusta Development Code and all required conditions or waivers or both, if applicable, the Director shall approve the site plan. Time limits for compliance review vary by application type. The time limit for the compliance review of a Major Site Plan application is thirty (30) days. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable City policies, regulations and provisions of the Development Code.