

Application Submittal and Review

Major Site Plan - Preliminary

§5.6.6, North Augusta Development Code

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Completeness Review

The approval process for a Preliminary 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 §5.6.6. 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 Preliminary 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 and the Planning Commission will begin after all required information has been submitted. Preliminary Major Site Plans are subject to Planning Commission review and approval.

Required for all Preliminary Major Site Plan Applications:

a.	Application for Development Approval.
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.	Certificate of Zoning Compliance form.
e.	Three (3) complete paper sets of plans (24" x 36" maximum) and one (1) electronic (PDF) set.
f.	One (1) set of building elevations of all proposed structures (11 x 17 or larger) and one (1) electronic (PDF) set.
g.	One (1) paper set of all supporting documents listed below – if required – and one (1) PDF of each document larger than 11x17 and/or 10 pages.

Additional Information that May be Required Depending on Project Scope (See Item g above):

h.	Required corridor overlay district information and evaluation, if applicable (§3.8).
i.	Site Analysis and Development Recommendations Report, if applicable (§6.1.1).
j.	Citizen Participation Process Report, if applicable (§5.1.7).
k.	Adequate Public Facilities Analysis, if applicable (§8.4).
l.	Traffic Impact Analysis, if applicable (§8.7).
m.	Water and Sewer Feasibility Study, if applicable (§16.1.2).

Compliance Review

After a Preliminary Major Site Plan application has been determined to be complete, project plans are reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application type. The time limit for the compliance review of a Preliminary 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.