

THE REVIEW PROCESS:

Pre-application conference (if requested)



Applicant submits six (6) complete sets of plans, including a digital version



Planning staff adds proposal to the Technical Review Committee (TRC) agenda



Planning staff collects comments or approvals at TRC review meeting



Planning staff communicates comments to applicant and is available to review issues with applicant



Applicant submits six (6) sets of revised plans, including digital, for review

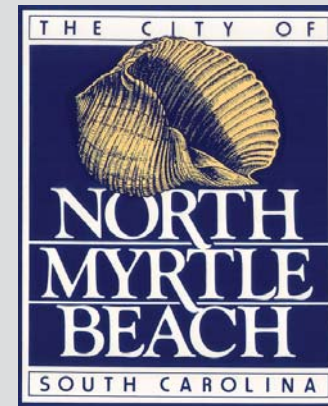


If approved, approval letter sent out and applicant works with Building Division to obtain building permits

PROJECT NAME: _____

SIGNATURE

DATE



1018 Second Avenue South
North Myrtle Beach, SC 29582
(843) 280-5555

PLANNING & DEVELOPMENT
DEPARTMENT POLICY STATEMENT

SITE SPECIFIC DEVELOPMENT PLAN REVIEW PROCESS

PRIMARY PLANNING STAFF CONTACT:

Dawn E. Snider
843.280.5583
desnider@nmb.us



WHEN IS SITE-SPECIFIC DEVELOPMENT PLAN REVIEW REQUIRED?

There are many city codes and ordinances that regulate the development of land. These ordinances are enforced by four (4) different departments. Prior to the issuance of a building permit, each of the four different departments must review the proposed site-specific development plans to make sure that they comply with all ordinances. Site-specific development plan review is the first step toward the issuance of a building permit. All proposed new development, redevelopment, additions, changes of use that necessitate a change in parking area, or residential dwellings with six (6) or more sleeping areas must go through this review process.

WHO PREPARES A SITE-SPECIFIC DEVELOPMENT PLAN AND OTHER ACCOMPANYING PLANS REQUIRED FOR REVIEW?

It is recommended that a design professional prepare the site-specific development plan due to the complexity and accuracy required for a dimensioned plan. Some parts of a complete packet will require preparation by a design professional. For example, the survey must be signed and sealed by a licensed surveyor and the drainage plan, if applicable, by a licensed engineer (drainage plans are required for all commercial projects or residential projects with more than four (4) units.)

HOW DO I START A SITE-SPECIFIC DEVELOPMENT PLAN REVIEW, AND WHAT MUST BE SUBMITTED?

To initiate the site-specific development plan review process, **you must submit the following information to the city's Planning & Development Department by Thursday at 4:00 p.m.** to be placed on the following Thursday's Technical Review Committee (TRC) agenda. This is also required for submitting revised plans. The following information must be included in order to be considered a complete submittal:

- Completed site plan review application
- Completed letter of agency, if applicable
- Completed development affidavit
- Simultaneous review letter (when submitting building plans and site-specific development plans concurrently)
- Six (6) copies* and a PDF set of the complete site-specific development plans in accordance with § 20-7 of the city's land development regulations. The below list is general for all site reviews; depending on the size and complexity of the proposed project, additional plans and information may be required. Plans shall be on 24" x 36" paper and between a scale of 1"=10'-0" and 1"=50'-0" unless otherwise authorized, and shall include:
 - Dimensioned site plan (including a digital version in DWG format, geo-referenced to the South Carolina NAD 83 State Plane coordinate system)
 - Current survey of the property, dated within 90 days of the application date, and signed and sealed by a surveyor licensed to practice in the state of South Carolina
 - Landscape Plan
 - Drainage Plan and Calculations
 - Utilities and Fire Plan
 - Nuisance Abatement Plan
 - Demolition Plan (when necessary)
 - Access, connectivity and congestion management plan
 - Photometric Lighting Plan
 - Irrigation Plan, if needed
 - Colored Building Elevations
 - PDF & DWG versions of all submitted files

*If the applicant/owner requires additional copies of the approved set for their files, please include those extra copies at this time.

WHO REVIEWS THE SITE-SPECIFIC DEVELOPMENT PLANS AND FOR WHAT WILL THEY BE LOOKING?

Technical Review Committee (TRC): The TRC is composed of departmental representatives from Planning, Zoning, Building, Fire, Public Works and Parks & Recreation who meet regularly to discuss development proposals.

Planning Division Staff: When an application and plan is submitted, the city's planning staff will check to see that all information is included on the application and make sure that all required plans, calculations and documentation are included in each of the six (6) sets of plans. The staff will later review the application to ensure compliance with the Land Development Regulations.

Zoning Division: The zoning administrator and/or assistant zoning administrator review the proposed projects to determine compliance with the zoning ordinance.

Building Division: The building official reviews the proposed projects and verifies accessible parking, access routes and the nuisance abatement plan. Permitting staff facilitate the building review process.

Fire Marshal/Div. Chief: Reviews proposed projects for hydrant locations, available water flow and adequate access to any structures for firefighting equipment.

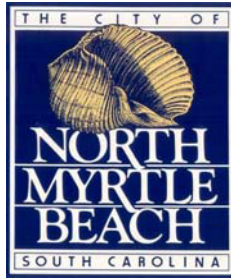
Public Works - Streets & Drainage Superintendent: Reviews proposed roadway curb cuts and encroachment permits issued by the State Highway Department, drainage plans and calculations to ensure compliance with city code.

Public Works - Sanitation Superintendent: Reviews proposed site for location of dumpster(s) or trash compactor. Checks required capacity for proposed use, pad construction, required screening and access by city vehicles. In order to take advantage of city garbage pickup, dumpster design must accommodate side-load haulers. Otherwise, a private waste hauler is required.

Public Works - Public Utilities Superintendent: Reviews water and sewer plans associated with proposed projects and calculates utility fees to be collected at the time of permit issuance.

Public Works - Stormwater Program Compliance Manager: Reviews the Stormwater Management and Sediment and Erosion Control Plan relating to the National Pollution Discharge and Elimination System Phase 2 regulations.

Parks & Recreation/Parks & Grounds Superintendent: Reviews trees and parks within the public realm, most often found within street rights-of-way.



**CITY OF NORTH MYRTLE BEACH
PROACTIVE NUISANCE ABATEMENT**







Revision Date 02.13.17

The following items must be submitted as part of the site plan review process for all development projects:

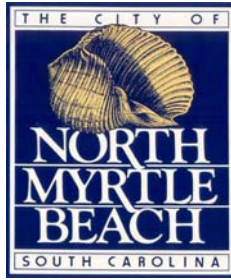
1. A separate plan set sheet, labelled as, “Nuisance Abatement Plan,” with the following information:

- | | |
|---|--|
| <input type="checkbox"/> Project phasing schedule (including demolition) | <input type="checkbox"/> Proposed garbage facilities and dumpsters |
| <input type="checkbox"/> Proposed temporary signage, including dimensions for overall size and height | <input type="checkbox"/> Proposed temporary fencing and coverings for walkways |
| <input type="checkbox"/> Proposed temporary offices and construction trailers | <input type="checkbox"/> Schedule for routine pick-up and grounds policing |
| <input type="checkbox"/> Parking areas for any and all persons involved with construction of the project, including on-site sales | <input type="checkbox"/> Detailed plan showing on and off-site movement of materials by forklifts and other motorized vehicles (as well as persons) across right-of-ways |

The nuisance abatement plan shall be drawn to scale and shall be reviewed by the Public Safety Department, the Building Official, the Public Works Director and the Zoning Administrator. These officials shall review the plan for completeness and functionality. Changes (including any additions or omissions) shall be made at the discretion of individual division members. **The legend for this plan should include the following symbols:**

- | | |
|---|---|
|  Temporary Construction Employee Parking |  Temporary Construction Office/ Trailer Location |
|  Concrete Truck Staging Area |  Construction Material Laydown Area |
|  Construction Site Access |  Temporary Construction Fencing |

2. Two local people shall be assigned by the property owners to act as agents and assume complete responsibility for nuisance issues associated with the project during any and all phases of construction, including pre-construction, demolition and site preparation. Nuisance issues include the following: Illegally parked vehicles, excess garbage and construction debris accumulation, litter of any sort originating from the site or from persons associated with its improvements, the use of public areas and street-ends, and general complaints about excess noise, odors, dust, fumes, or congestion. Illegally parked vehicles shall be defined as any motorized vehicles parked outside of the designated areas shown on the nuisance abatement plan. As part of the nuisance abatement plan submission, these agents shall be identified by name with contact information including telephone numbers and mailing addresses. The Public Safety Department, Public Works Director, Zoning Administrator and Building Official shall use this contact information to address all nuisance issues related to the project.



**CITY OF NORTH MYRTLE BEACH
SITE SPECIFIC DEVELOPMENT PLAN APPLICATION**

(Please Print or Type)

Revision Date 02.24.17

Today's Date:	Project/Business Name:		
Project Location:	Project Description:		
Tax Map #/PIN:	Zoning District:		
Existing Use of Property:	Proposed Use of Property:		
Are property lines changing? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will there be any demolition? <input type="checkbox"/> Yes <input type="checkbox"/> No		

APPLICANT/AUTHORIZED AGENT INFORMATION

Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Contact Number: ()
Address, City, State, ZIP:		E-mail Address:

DEVELOPER INFORMATION (If Not Applicant)

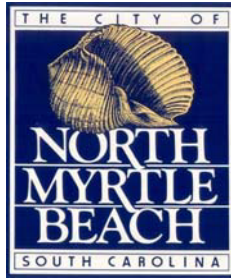
Name:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	Contact Number: ()
Address, City, State, ZIP:		E-mail Address:

STATISTICAL SUMMARY (Fill in Applicable Information)

Total Area of Site: <input type="checkbox"/> Square Feet or <input type="checkbox"/> Acres	Number of Seats:
PARKING INFORMATION	
Total Square Footage of Building(s)/Addition(s):	A. Total Parking Area:
Number of Buildings:	B. Number of Proposed Parking Spaces:
Number of Building/Dwelling Units:	C. Number of Required Parking Spaces:
Height of Proposed Building (ft):	D. Number of Accessible Spaces:
Number of Stories:	E. Total Interior Landscaped Area:
Number of Bedrooms and/or Sleeping Areas:	Proposed Impervious Area:
Number of Employees:	

SIGNATURE OF OWNER(S) OR AUTHORIZED AGENT(S)

Have you reviewed and signed the Site Specific Development Plan Review Process policy brochure? <input type="checkbox"/> Yes <input type="checkbox"/> No	
<hr style="border: none; border-top: 1px solid black;"/> <i>Signature of Property Owner or Authorized Agent</i>	<hr style="border: none; border-top: 1px solid black;"/> <i>Date</i>



CITY OF NORTH MYRTLE BEACH
DEVELOPMENT APPROVAL APPLICATION (PERMIT):
RECORDED COVENANT FORM

Revision Date 06.28.17

This form complies with a state law that took effect on July 1, 2007 (S.C. Code § 6-29-1145) that requires all planning agencies to inquire in an application for a permit if the parcel of land is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity. If such a covenant exists, the agency shall not issue the permit until written confirmation of its release is received. The release must be through the action of an appropriate legal authority. Please read § 6-29-1145, provided in its entirety below, and complete the following.

Nature of Approval Requested:

Parcel Identification Number:

Property Address:

I, _____, hereby certify that the tract(s) or parcel(s) of land to
(Print Name)
which this approval request pertains is **not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought**, as provided in South Carolina Code of Laws (§ 6-29-1145).

(Signature)

(Date)

SECTION 6-29-1145. Determining existence of restrictive covenant; effect.

(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

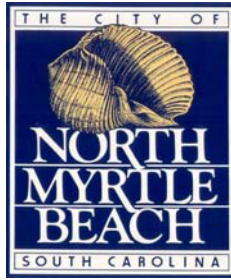
(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) "actual notice" is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) "permit" does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) "restrictive covenant" does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.

HISTORY: 2007 Act No. 45, Section 3, eff June 4, 2007, applicable to applications for permits filed on and after July 1, 2007; 2007 Act No. 113, Section 2, eff June 27, 2007.



CITY OF NORTH MYRTLE BEACH
LETTER OF AGENCY

Revision Date 12.20.16

Today's Date:

Nature of Approval Requested:

Property PIN and Tax Map Number, if applicable:

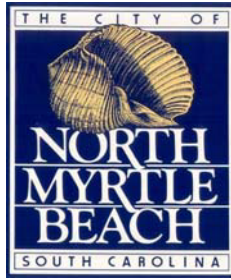
Property Location:

I, _____, hereby authorize _____
to act as agent for _____ for the purposes of the above referenced
approval.

Signature

Date

Title



CITY OF NORTH MYRTLE BEACH
SIMULTANEOUS REVIEW LETTER

Revision Date 01.04.17

Today's Date:

Project Name:

Property PIN and Tax Map Number, if applicable:

Property Location:

I, _____, hereby authorize the City of North Myrtle Beach Planning and Development Department to provide a simultaneous review of the site and building plans of the above referenced project.

I understand that site plan review may affect the building design and vice versa; I accept responsibility for any delays or problems this may incur.

Signature

Date

Title