

Plan review and permitting process overview

Commercial, industrial and institutional projects



Multi-family projects



Residential subdivisions



Permit Application Center
1Town Square
P.O. Box 1119
Ridgeland, SC 29936

843-726-7521
www.ridgelandsc.gov

Pre-Application Meeting

A pre-application meeting is required for large projects (if more than 20,000 square feet for a non-residential project and 25 or more units for a residential project). It is also highly encouraged for smaller projects, especially if you are not familiar with our development standards and procedures. During the pre-application meeting, our plan review team will provide guidance on the design of your project on topics such as water and sewer connections, roadway access and design, stormwater drainage and erosion control, zoning and site design standards, and landscaping that you will be able to incorporate into your site design documents. They also will help you identify which processes may be required for the entitlement phase of your project, such as annexation, rezoning, the creation of a traffic impact analysis, or requesting a special exception or a variance from the Zoning Board of Appeals.



To schedule a pre-application meeting, contact us at 843-726-7521.

These steps will guide you through the major site plan review process.

Annexation (if required)

Helpful forms:

- *Annexation Application*
- *Benefits to Residents*
- *Benefits to Business Owners*

Annexation and rezoning is required for projects that are located contiguous to the Town limits and served by Town water and sewer. Annexation brings the property into the Town limits, and rezoning changes the zoning district of the property from a County one to a Town one. The steps of the rezoning process run concurrently with the steps of the annexation process, so please see the “Rezoning” section below for more information.

Rezoning (if required)

Helpful forms:

- *Rezoning application*
- *Master Planned Zoning Districts: How to request a rezoning to a Master Planned zoning district*

Rezoning is required for properties that are being annexed into the Town. It is also required for projects already within the Town limits if the proposed land use is not allowed in the zoning district currently assigned to the property. Rezonings require the submission of a sketch plan (see next page), which should be submitted prior to or with your application for rezoning.



The rezoning is a public hearing process, which means that the public can speak about the request to the Planning Commission. The Planning Commission will make a recommendation about the request to Town Council, which will consider the request at two separate meetings. The complete process takes about three months for a rezoning to a traditional zoning district, and about four months for a rezoning to a Master Plan (MP) zoning district because the latter involves an additional step of a neighborhood meeting prior to the Planning Commission meeting.

If you are ready, staff may also start reviewing a site plan or subdivision plan during the rezoning process, but those plans cannot be approved until after the rezoning is finalized.

Sketch Plans

Helpful forms:

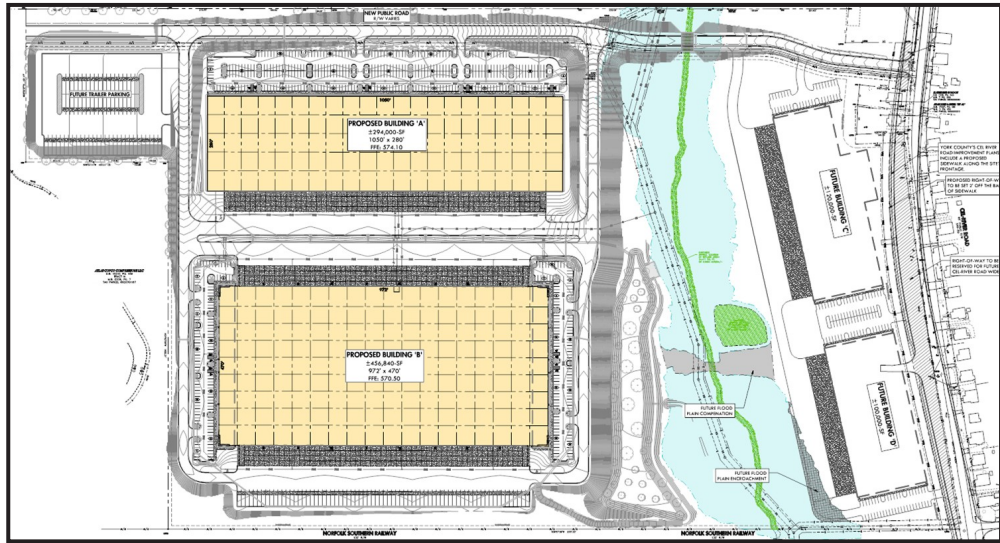
- *Sketch Plan Application*

We strongly encourage you to submit a sketch plan for our review even if the property does not require rezoning. A sketch plan is a one-sheet conceptual drawing that allows staff to review the general concept of the project and provide you with some initial feedback about any changes that you would need to make to the design in order for it to meet Town standards. This review process takes about 10 business days, and staff will provide you with written comments when it is complete. If you have questions about the comments, you may contact the plan reviewers individually or you may schedule a follow-up meeting with the plan review team.

Site Plans and Subdivision Plans

Helpful forms:

- *Site Plan Application*
- *Minor Subdivision Plat or Recombination Plat Application*
- *Major Subdivision Application*



Depending on the scope of the project and whether it involves the creation of new parcels or roads, you will next submit one or more of these types of plans:

Plan type	Use type	Description	Review entity
Site plan	<ul style="list-style-type: none"> • Commercial • Industrial • Institutional • Multi-family 	Shows property boundaries, the location of structures, buffer yards, landscaping, parking, access, utility connections, etc.	Staff and Planning Commission
Minor subdivision plan	<ul style="list-style-type: none"> • Any 	Used to subdivide/recombine three or fewer lots if: <ul style="list-style-type: none"> • no new streets are created • rights-of-way are not changing • All lot standards are met • Lots have legal access onto public street 	Staff
Major subdivision plan	<ul style="list-style-type: none"> • Any 	Used to subdivide/recombine all land that does not meet the description above	Staff and Planning Commission

Staff review of these plans usually takes about 10 business days. When the plan is required to go to the Planning Commission for review, it usually takes 15 to 30 days depending on when you submit within the agenda cycle. The Planning Commission's review of these types of plans does not involve a public hearing and instead is a technical review to determine whether the plan meets the Town's technical development standards.

Civil Construction Plans

Helpful forms:

- *Civil Site Construction Plans Instructions and Checklist*
- *Water/Sewer/Roadway Drainage Extensions Checklist*
- *Stormwater Management and Erosion Control Checklist*
- *Fee Schedule*
- *SCDHEC Notice of Intent (NOI) Application*

Our review of detailed civil construction plans takes about 10 days. We will provide you with additional written feedback.

Once any major comments have been addressed on your plans, you will be cleared to apply for various permits or agreements with the Town or other agencies. These permit applications include:

1. Submittal of water and sewer plans for South Carolina Department of Health and Environmental Control (SCDHEC) construction permits.
2. Submittal of cost estimates to Town for water, sewer, and roadway extension agreements.
3. Submittal of utility and driveway encroachment permits to Town for approval and forwarding to the South Carolina Department of Transportation, when necessary.

After civil construction plans have been approved:

1. The Town will forward your NOI (Notice of Intent) application to SCDHEC. Once SCDHEC approves your NOI application, it will issue a NPDES permit and a Permit to Construct. Return a copy of each to the Town.
2. The Project Engineer needs to finalize any right-of-way documents and return any executed extension agreements.
3. Once 1 and 2 are complete, the Town can issue a Permit to Construct water/sewer/roadway.
4. Schedule a pre-construction meeting with the Town. This is a meeting where all of your site contractors and developers can meet with Town staff and you will receive your grading permit from the Town.
5. Town inspectors will visit the site periodically during the grading phase to perform inspections.



Final Plat (for projects creating new lots)

Helpful forms:

- *Subdivision Final Plat Checklist*
- *As-built Checklist and Instructions*

The final plat establishes the boundaries of new lots. The following pre-requisites are required before the final plat can be approved:

1. All utilities and streets have been constructed and inspected.
2. As-built drawings for water, sewer, roads, and drainage have been submitted and approved.
3. Water system bacteria test has been approved.
4. The Town's development services engineer will issue an Operation and Maintenance letter to the engineer so that it can be submitted to SCDHEC with the application for a Permit to Operate.
5. A letter of credit and roadway warranty have been submitted.
6. Contractor warranty transfer to Town of Ridgeland (if applicable).
7. Contractor lien release.
8. Property pins have been set, surveyed, and marked.

The final plat will be stamped and returned to the engineer and developer for recording with the Jasper County Register of Deeds. A copy of the recorded final plat must be returned to the Town before any building permits can be issued or any lots can be sold.

Building Plans

Helpful forms:

- *Building and Construction Codes Enforced*
- *Building Plan Review Instructions and Checklist*
- *Architectural Seal Requirements*
- *Fee Schedule*
- *Residential Building Permit Packet (single-family and two-family)*
- *Residential Townhome/Condo Plan Review Checklist*

Architectural building construction plans can be submitted for review after site plan approval or submitted together, they should be a separate package. Staff plan review typically takes up to 10 business days followed by CRC approval. You will be provided written comments by email when plan review is complete.



Building Permit

Helpful forms:

- *Building Permit Application*
- *Contractor Licensing Requirements*
- *Residential Inspection Checklist*
- *Commercial Inspection Checklist*



The building permit can be issued after the building plans have been approved. Complete the building permit application and return it to the Permit Application Center after your building plans have been approved or submit it with the building plans.

Fire sprinkler plans should also be submitted to the State Fire Marshal for review at this time.