

**NON SINGLE FAMILY**  
**FORMAT AND CONTENT REQUIREMENTS**  
**SITE PLANS**

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

Note that other permits in addition to the **Site Plan Permit** may be required depending on the scope of the project. 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, 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*.

If the proposed work otherwise meets any of the conditions listed below, a **Stormwater Permit** is required prior to initiating any improvements. Refer to the Stormwater Permit Flow Chart, Application, Permit Checklist, the Design and Specifications Manual and *Section 19-7, Stormwater Management*, for design and submittal requirements. A **Stormwater Permit**, in addition to a **Site Plan Permit** is required for any demolition or development that results in any of the following:

1. Disturbs 10,000 square feet or more
2. Is part of a Larger Common Plan (LCP) of development
3. Is located in an Environmental Special Management Area (within or adjacent to a Regulatory Floodplain, Wetlands, or Buffer Areas adjacent to impoundments, streams, or wetlands)

[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](#).
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**).



|                            |                     |
|----------------------------|---------------------|
| <b>Office Use Only:</b>    |                     |
| Application # _____        | Fees Paid _____     |
| Date Received: _____       | Accepted by _____   |
| Date deemed complete _____ | App Deny Conditions |

## APPLICATION FOR SITE PLAN PERMIT CITY OF GREENVILLE, SOUTH CAROLINA

\*Project Name \_\_\_\_\_

\*Required Field

### APPLICANT/OWNER INFORMATION

APPLICANT

PROPERTY OWNER

\*Name: \_\_\_\_\_

\_\_\_\_\_

\*Title: \_\_\_\_\_

\*Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Phone: \_\_\_\_\_

\_\_\_\_\_

\*Fax: \_\_\_\_\_

\_\_\_\_\_

\*Email: \_\_\_\_\_

\_\_\_\_\_

### INSTRUCTIONS

1. Please refer to **Section 19-2.3.9, Site Plan Permit**, for additional information.
2. The application and fee, **made payable to the City of Greenville**, must be submitted to the city during normal business hours:
 

|                                    |                      |
|------------------------------------|----------------------|
| Single-family Residential - \$0.00 | All Other - \$200.00 |
|------------------------------------|----------------------|
3. The following examples are illustrative of the types of activities requiring a site plan permit; final determination of the necessity for a permit and content of a site plan rests with the permit coordinator:
  - a. All new construction
  - b. Modifications affecting the existing gross floor area of a building or structure
  - c. Modification, or enclosure, of building features originally exempt from zoning dimensional standards (porches, balconies, breezeways, etc.)
  - d. Establishment of a land use at an existing, but currently-vacant, location
  - e. Change from one use to another as reflected in sec 19-4.1.2, *Table of Uses*
  - f. Development requiring the correction of nonconforming parking, screening, or landscaping
4. The staff will review the application for "sufficiency" pursuant to **section 19-2.2.6, Determination of Sufficiency**. The staff will contact the applicant to correct any deficiencies which must be corrected prior to routing the application for review.
5. Plan format and content requirements are reflected in **Appendix 'H'** of this manual. **Please verify that all required information is reflected on the plan.**

**PROPERTY INFORMATION**

\*Street Address: \_\_\_\_\_

\*Tax Parcel #: \_\_\_\_\_ Zoning Designation: \_\_\_\_\_

Overlay District: \_\_\_\_\_ Permit Type (P,C,S) \_\_\_\_\_

Is this Property within a Subdivision or Office Complex?  Yes  No

Name of Subdivision or Office Complex: \_\_\_\_\_

Is this Property within a Floodplain?  Yes  No

**PROJECT INFORMATION**

\*Does this project disturb 10,000 square feet (0.23 acres) or more or is it part of a Larger Common Plan as defined in Section 19-7.5 of the Ordinance?  Yes\*\*\*  No Disturbed Area: \_\_\_\_\_

\*\*\*If Yes, a Stormwater Permit is Required.\*\*\*

Use (Table 19-4.1.2) \_\_\_\_\_

\*Does this project require a retaining wall?  Yes  No Approximate Height: \_\_\_\_\_

\*Brief Description of Proposed Work:

The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant and property owner affirm that the tract or parcel of land subject of this application is, or is not, restricted by any recorded covenant that is contrary to, conflicts with, or prohibits, the requested activity.

If the planning office has actual notice\* that a restrictive covenant\* is contrary to, conflicts with, or prohibits the requested activity, the office must not issue the permit unless the office receives confirmation from the applicant that the restrictive covenant has been released by action of the appropriate authority, property holders, or by court order.

To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** \_\_\_\_\_ or **is not** \_\_\_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

\_\_\_\_\_ \*Applicant

\_\_\_\_\_ \*Date

\_\_\_\_\_ \* Property Owner or Authorized Agent

\_\_\_\_\_ \*Date

\* "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.

\* "Permit" does not mean an authorization to build or place a structure on a parcel of land.

\* "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.



**SITE PLAN PERMIT (NON SINGLE FAMILY)  
CHECKLIST**

**206 South Main Street  
PO Box 2207 (Zip Code 29602)  
Greenville, South Carolina 29601**

Zoning: (864) 467-4476 Engineering: (864) 467-4400 Building Codes: (864) 467-4550

**SUBMIT THIS COMPLETED AND SIGNED CHECKLIST WITH THE PROJECT PLANS  
AND APPLICATION.**

Project Name: \_\_\_\_\_

Street / Location: \_\_\_\_\_  
\_\_\_\_\_

Tax Map Number: \_\_\_\_\_

Indicate location of the required information within the plans or mark "N/A" if required information does not apply to the project.

| <b>APPLICATION REQUIREMENTS:</b>        |   |
|---|---|
|   | Completed <u>Site Plan Permit Application</u> with Fee  |
|   | Completed <u>Site Plan Permit Conditions Acknowledgement</u>  |
|   | Completed <u>Site Plan Permit Checklist</u>   |
|   | Eight (8) copies of the project plan sets   |
| <b>SITE PLAN, GENERAL REQUIREMENTS:</b> |   |
|   | Drawings should be submitted on paper not to exceed 24" x 36"   |
|   | Minimum scale of 1"=50'   |
|   | North arrow and graphical scale bar or scale noted on each plan sheet   |
|   | Name of Development on each plan sheet  |
|   | Individual / organization seal(s), signatures, and contact information of the design professional that prepared the plans   |
|   | Graphically note revisions between submittals with a revision cloud or other similar means. Resubmittals require a narrative addressing each Staff comment and where the revision is located within the revised plan set.   |
|   | Vertical elevation datum shall be North American Vertical Datum of 1988 (NAVD 88).  |
|   | Horizontal datum survey control shall be South Carolina State Plane NAD83 HARN International Feet coordinates.  |
|   | For site plans requiring property to be subdivided: Either the approved Summary Plat must be recorded at the County Register of Deeds office –OR- a Preliminary Plat must be approved by the City Planning Commission <u>prior to</u> a Site Permit being issued. |

| <b>SITE PLAN, TITLE PAGE (First Sheet of Plan Set):</b> |   |
|---|---|
|   | Name, address, and telephone of record owner  |
|   | Index of included sheets and date   |
|   | Vicinity map at scale not less than 1" = 2000' illustrating the relationship of the property proposed for development with adjoining property and streets within 100' of the perimeter of the property  |
|   | Tax map references for parcels being developed  |
|   | Name and address of developer or agent of owner, and the individual responsible for satisfactory completion of work   |
|   | Total area of land, buildings, and uses being developed.  |
|   | Statement identifying basis of vertical and horizontal datum  |
|   | Statement identifying date and source of survey information   |
|   | <p>Include the following City of Greenville standard notes:</p> <p>"All retaining walls four (4) feet and greater in height, when measured from the bottom of the footing to the top of the wall at any point, and all retaining walls supporting a surcharge or impounding Class I, II, or IIIA liquids must be engineered by a Registered South Carolina Professional Engineer and submitted to the City of Greenville's Building Codes Department for review and approval prior to installation."</p> <p>"Any review / acceptance by the City of Greenville does not relieve the contractor or subcontractors from meeting code / ordinance requirements (South Carolina Code of Laws Sections 40-11-110 and 40-59-90)."</p> <p>"The contractor must notify the City of Greenville's Construction Inspection Bureau (864) 467-8890 a minimum of 72 hours prior to beginning demolition and construction."</p> <p>"An Encroachment Permit from the SCDOT for State roads or from the City of Greenville for City roads (contact the Construction Inspection Bureau, (864) 467-8890) is required for any work performed within the public right-of-way."</p> |
|   | General construction specifications applicable to the development   |
|   | Specifications for temporary and permanent vegetation   |
|   | <p>Statement identifying basis of horizontal control for construction staking:</p> <p>"The contractor shall coordinate with the engineer of record for a digital staking plan to establish complete horizontal and vertical control. The contractor is responsible for survey stakeout of all improvements. Discrepancies between the plans, construction stakes, and field conditions shall be reported to the engineer of record immediately for resolution prior to installation of proposed improvements."</p> <p><i>Otherwise, in lieu of this note you may provide complete centerline and offset data, northing and easting data for all critical points, as well as all other necessary information to construct the improvements shown on the plans.</i></p>   |
|   | Results of fire flow tests, as appropriate  |

**SITE PLAN, EXISTING CONDITIONS SURVEY:**

|  |   |
|--|---|
|  | Boundary lines with courses and distances of the parcel where the work will be performed  |
|  | Record owner names and tax map references of all contiguous and adjacent parcels.   |
|  | Adjacent streets and associated rights-of-way   |
|  | Contour lines and elevation data within, and adjoining, the proposed development at intervals not to exceed two (2) feet.   |
|  | Location and dimension of all existing legal features within, and adjoining, the proposed development including, but not limited to:<br><input type="checkbox"/> a. Building lines<br><input type="checkbox"/> b. Easements<br><input type="checkbox"/> c. Open space/recreation/public use areas   |
|  | Location, dimensions, materials of all existing physical features within, and adjoining, the proposed development including, but not limited to:<br><input type="checkbox"/> a. Buildings [including finish floor elevation and all overhangs (e.g. eaves, sill, cornice, ornamental feature, etc.)]<br><input type="checkbox"/> b. Accessory structures<br><input type="checkbox"/> c. Freestanding signs<br><input type="checkbox"/> d. Driveways, curb cuts<br><input type="checkbox"/> e. Parking and circulation areas including fire lanes<br><input type="checkbox"/> f. Curb and gutter<br><input type="checkbox"/> g. Sidewalks<br><input type="checkbox"/> h. Bridges<br><input type="checkbox"/> i. Streetlights/exterior lighting<br><input type="checkbox"/> j. Dumpsters (including screening/enclosure)<br><input type="checkbox"/> k. Retaining walls |
|  | Location, material, and size (as applicable) of all existing utilities within, and adjoining, the proposed development including, but not limited to:<br><input type="checkbox"/> a. Wastewater (with invert elevation information)<br><input type="checkbox"/> b. Septic systems<br><input type="checkbox"/> c. Potable water<br><input type="checkbox"/> d. Wells<br><input type="checkbox"/> e. Fire hydrants (including direction and distance to nearest off-site hydrant)<br><input type="checkbox"/> f. Fire Department Connection (FDC)<br><input type="checkbox"/> g. Natural gas lines<br><input type="checkbox"/> h. Electric lines<br><input type="checkbox"/> i. Cable lines<br><input type="checkbox"/> j. Telephone lines<br><input type="checkbox"/> k. Utility poles   |
|  | Location of all existing natural features within, and adjoining, the proposed development including, but not limited to:<br><input type="checkbox"/> a. Lakes<br><input type="checkbox"/> b. Streams<br><input type="checkbox"/> c. Drainage ways (ditches, swales, overland flow paths)<br><input type="checkbox"/> d. Regulatory Floodplains<br><input type="checkbox"/> e. Wetland boundaries<br><br><i>Watercourses (streams, drainage ways, etc.) shall reflect the direction of flow.</i>   |

|  |   |
|--|---|
|  | <p>Location, material, size, and elevation data (as applicable) of existing offsite and onsite drainage features including, but not limited to:</p> <ul style="list-style-type: none"> <li>___ a. Storm drainage pipe, inlet, and manhole system</li> <li>___ b. Detention/retention systems</li> <li>___ c. Water quality facilities (including existing LID and structural systems)</li> </ul>  |
|  | <p>Tree inventory plan noting the location, diameter, and species. <i>(The tree inventory plan should be limited to trees meeting the thresholds for inventory per the Landscape Ordinance in Sections 19-6.2 and 19-6.3 of the Land Management Ordinance. See also Appendix 'E.')</i></p>  |
| <b>SITE PLAN, PROPOSED IMPROVEMENTS:</b> |   |
|  | <p>Location of all proposed legal features within, and adjoining, the proposed development including:</p> <ul style="list-style-type: none"> <li>___ a. Street rights-of-way</li> <li>___ b. Private access way</li> <li>___ c. Lot lines</li> <li>___ d. Building lines</li> <li>___ e. Sight triangles</li> <li>___ f. Easements</li> <li>___ g. Open space/recreation/public use areas</li> </ul>  |
|  | <p>All necessary construction easements. <i>(Executed construction easements must be submitted prior to receiving a Site Plan Permit.)</i></p>  |
|  | <p>Limits of disturbance</p>  |
|  | <p>Location of any proposed phase lines</p>   |
|  | <p>Location, dimensions, materials of all proposed physical improvements within, and adjoining, the proposed development including, but not limited to:</p> <ul style="list-style-type: none"> <li>___ a. Buildings [including finish floor elevation, square footage, height and all overhangs (e.g. eaves, sill, cornice, ornamental feature, etc.)]</li> <li>___ b. Accessory structures</li> <li>___ c. Freestanding and building facade signs</li> <li>___ d. Driveways, curb cuts</li> <li>___ e. Parking and circulation areas including fire lanes ___ f. Curb and gutter</li> <li>___ g. Sidewalks</li> <li>___ h. Bridges</li> <li>___ i. Dumpsters (including screening/enclosure) ___ j. Retaining walls</li> </ul> |
|  | <p>Location, material, and size (as applicable) of all proposed utilities within, and adjoining, the proposed development including, but not limited to:</p> <ul style="list-style-type: none"> <li>___ a. Wastewater service <i>(Projects requiring a Wastewater Main, see below.)</i></li> <li>___ b. Potable water</li> <li>___ c. Fire hydrants (including distance to nearest off-site hydrant) and Fire Department Connection</li> <li>___ d. Natural gas lines</li> <li>___ e. Electric lines</li> <li>___ f. Cable lines</li> <li>___ g. Telephone lines</li> <li>___ h. Utility poles</li> </ul>   |



|   |  |
|---|--|
|   | <p>Location, material, size, and elevation data (as applicable) of proposed stormwater management system components including, but not limited to:</p> <ul style="list-style-type: none"> <li>___ a. Storm drainage pipe, inlet, and manhole system (including invert and top elevations)</li> <li>___ b. Stabilized ditches or swales</li> <li>___ c. Voluntary LID or other water quality initiative</li> </ul> <p><i>Include all applicable details; SCDOT and SCDHEC details are preferred by the City. Projects requiring Water Quality and/or Water Quantity control should refer to the Stormwater Permit requirements.</i></p> |
|   | <p>Location, type, and supporting data for site lighting including all proposed exterior lighting and streetlights.</p>  |
|   | <p>Location, dimension, species, and material for all landscaping, buffering, and screening necessary to meet the requirements of the Landscape Ordinance. <i>(See also Appendix 'E.' of the Administrative Manual.)</i></p>   |
|   | <p>Pedestrian accommodations meeting ADA accessibility guidelines including sidewalk connectivity from public infrastructure into the site and all crosswalk locations.</p>  |
|   | <p>Parking and circulation areas shall, at a minimum, provide the following information:</p> <ul style="list-style-type: none"> <li>___ a. Parking space dimensions</li> <li>___ b. Circulation routes</li> <li>___ c. Driveway location, number, and dimension</li> <li>___ d. Driveways or curb cuts opposite the proposed location</li> <li>___ e. Queuing space in front of gates, for drive-through(s), and at access points</li> </ul> <p><i>(Note that the nearest edge of the driveway, including the apron, must be a minimum of three (3) feet from the nearest property line.)</i></p>                                      |
|   | <p>Handicap parking areas shall, at a minimum, provide the following information:</p> <ul style="list-style-type: none"> <li>___ a. Number of handicap spaces/van accessible spaces required and provided</li> <li>___ b. Parking space dimensions</li> <li>___ c. Access aisle dimensions</li> <li>___ d. Slope at handicap spaces</li> <li>___ e. Accessible route to the building</li> <li>___ f. Ramp type and location</li> <li>___ g. Sign(s) for handicap space(s)</li> </ul>   |
|   | <p>A general description of the erosion and sediment control to be used during the land disturbing activities</p>  |
| <b>SITE PLAN, FOR PROJECTS INCLUDING ROAD CONSTRUCTION:</b> |  |
|   | <p>Street design shall, at a minimum, provide the following information:</p> <ul style="list-style-type: none"> <li>___ a. Horizontal and vertical alignment</li> <li>___ b. Slope at intersection</li> <li>___ c. Curve data</li> <li>___ d. Cross-sections, both a typical detail and at regular intervals along the proposed route</li> </ul>   |
|   | <p>Traffic control signage</p>   |
|   | <p>Pavement markings</p>   |

| <b>SITE PLAN, FOR PROJECTS INCLUDING RETAINING WALLS:</b>   |  |
|---|--|
|   | All retaining walls four (4) feet and greater in height, when measured from the bottom of the footing to the top of the wall at any point, and all retaining walls supporting a surcharge or impounding Class I, II, or IIIA liquids must be engineered.   |
|   | The design and calculations must be prepared by a Registered South Carolina Professional Engineer for review and approval prior to installation.   |
|   | All engineered retaining walls must be submitted to the Building Codes Department for review.  |
|   | All engineered retaining walls must be inspected through the course of construction by a certified third party inspector. All inspection records must be submitted to the City of Greenville Building Inspector prior to requesting a Certificate of Occupancy.  |
| <b>SITE PLAN, FOR PROJECTS INCLUDING WASTEWATER MAIN EXTENSIONS:</b>  |  |
|   | The Applicant must apply directly through the Environmental Bureau of the Engineering Division in order to permit a wastewater main extension. The City of Greenville is the Delegated Review Authority for SCDHEC.  |
| <b>SITE PLAN, DETAILS:</b>  |  |
|   | Applicable details for all proposed improvements to support the plan submittal must be included.<br>Use City of Greenville standard details wherever applicable (e.g. standard curbing, scoring and joints, detectable warning, turn down sidewalk, ADA details, pavement, etc.) The details are available through the Design and Specifications Manual web page that can be accessed through the Engineering homepage or more easily from the "Find It" drop down list on the City's homepage:<br><a href="http://www.greenvillesc.gov/337/Design-Specifications-Manual">http://www.greenvillesc.gov/337/Design-Specifications-Manual</a> |
| <b>MISCELLANEOUS: (The Applicant shall provide the following to the Administrator as appropriate to the circumstances.)</b> |  |
|   | Traffic Impact Study. Contact the City of Greenville's Traffic Engineering Bureau (864) 467-4360 for requirements that trigger the need to develop a Traffic Impact Study.   |
|   | Documentation confirming that the Applicant has a legally sufficient interest in the property to use it in the manner requested, or is the duly appointed agent of such person.  |
|   | Certifications from the appropriate agencies that proposed utility systems will be adequate to accommodate the development and that all necessary easements have been provided.  |
|   | Legal documentation establishing homeowners' association(s) or other legal entities responsible for control over required common areas and facilities.   |
|   | Bonds, letters of credit, or other surety devices.   |
|   | Recorded easements authorizing the use of satellite parking.   |
|   | Time schedules for the completion of phases in staged developments.  |

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.

**CERTIFICATION STATEMENT:**

I certify to the best of my knowledge that this permit application contains all information required as referenced on this checklist.

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
(Please print) (Please print)

Mailing Address: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

.....THIS PAGE INTENTIONALLY BLANK.....



**NON SINGLE FAMILY SITE PLAN PERMIT  
STANDARD CONDITIONS ACKNOWLEDGEMENT**

**206 South Main Street  
PO Box 2207 (Zip Code 29602)  
Greenville, South Carolina 29601**

Zoning: (864) 467-4476 Engineering: (864) 467-4400 Building Codes: (864) 467-4550

**SUBMIT THIS COMPLETED AND SIGNED ACKNOWLEDGEMENT FORM WITH THE  
PROJECT PLANS AND APPLICATION.**

Project Name: \_\_\_\_\_

Street / Location: \_\_\_\_\_

Tax Map Number: \_\_\_\_\_

In addition to your approved City of Greenville Site Plan Permit and, as applicable, Stormwater Permit, you are charged with the responsibility of adhering to the standard conditions under which this permit is issued. Adherence to these conditions is MANDATORY for any work performed within the City of Greenville.

**SEVERE PENALTIES WILL BE LEVIED FOR FAILURE TO FOLLOW CONDITIONS OF  
THE PERMIT AND FAILURE TO CONFORM TO CURRENT CITY OF GREENVILLE STANDARDS  
AND SPECIFICATIONS**

**General Requirements**

Any review / acceptance by the City of Greenville does not relieve the contractor or subcontractors from meeting code / ordinance requirements of the City of Greenville and any applicable State codes (South Carolina Code of Laws Sections 40-11-110 and 40-59-90).

Authorization is hereby granted to the City of Greenville and its agents to access all portions of the site at all times for the purpose of onsite inspections during the course of construction and to perform maintenance inspections following the completion of construction.

**Requirements for Work within the Public Right-of-Way or Easement**

An Encroachment Permit from the SCDOT for State roads or from the City of Greenville for City roads is required for any work performed within the public right-of-way or easement. The applicant shall be responsible for obtaining an Encroachment Permit from the City of Greenville prior to performing any work within the City Right-of-Way. City Encroachment Permits may be obtained through the City Construction Inspection Bureau: (864) 467-8890.

During the construction of the project, should any damage be made to pavement, structures or facilities within the public right-of-way or easement, the applicant shall be responsible for replacement and or repair of the damage to the City Specifications at no cost to the City of Greenville.

The applicant shall be responsible for physically locating the limits of the right-of-way or easement and shall not construct any feature within those limits without the prior written approval of the City Engineer.

The applicant shall be responsible for relocation and/or removal of unapproved features within the right-of-way/easement at no cost to the City of Greenville.

### **Requirements for Projects Requiring Retaining Walls**

All retaining walls four (4) feet and greater in height, when measured from the bottom of the footing to the top of the wall at any point, and all retaining walls supporting a surcharge or impounding Class I, II, or IIIA liquids must be engineered. The design and calculations must be prepared by a Registered South Carolina Professional Engineer for review and approval prior to installation.

All engineered retaining walls must be submitted to the Building Codes Department for review.

All engineered retaining walls must be inspected through the course of construction by a certified third party inspector. All inspection records must be submitted to the City of Greenville Building Inspector prior to requesting a Certificate of Occupancy.

### **Requirements for Projects Requiring Site Lighting**

If exterior lighting is proposed, a Site Lighting Plan must include photometric data and information regarding mounting height, fixture wattages, and lighting levels. Cut sheet information is preferred.

A Site Lighting Plan may be submitted for review and approval after a Site Plan Permit is issued. Plans, cut sheets, and all additional information necessary to construct the sight lighting and establish code conformance must be submitted to and approved by the Traffic Engineering Bureau: (864) 467-4360.

Approval of site plan does not constitute approval of lighting plan.

### **Wastewater Requirements**

A proposed new structure shall have an individual, separate and direct service connection to the City wastewater main. The service connection shall adhere to the following:

1. A new connection to an existing wastewater main shall conform to City of Greenville specifications and details. All service connections shall be inspected by the City of Greenville Building Codes Division. Hammer taps are prohibited. All connections shall be with a tapping saddle, Romac Industries CB Sewer Saddle or approved equal. See details 25:00-25:02 on the City's Design and Specifications Website: <http://www.greenvillesc.gov/PublicWorks/EngineeringDSM.aspx>.
2. Service connections shall not be made at an existing manhole without prior written approval and under the direction of the City Engineer.
3. Prior to utilizing an existing service connection, the existing service connection must be tested to ensure that it conforms to City of Greenville performance requirements. The owner/contractor may be required to produce supporting documentation that City of Greenville standards are being met prior to reuse of the existing service connection.
4. Install a cleanout at the connection of the new building sewer to the existing service connection. This connection must be made approximately 1 foot outside of the right-of-way in conformance with City of Greenville standard drawings.
5. The cleanout shall be watertight and shall conform to the City of Greenville standard drawings.
6. When the building sewer is extended from the building drain to the existing service connection, the building sewer and its appurtenances must be permitted through and inspected by the City of Greenville Building Codes Division.
7. Excavation for service connection shall not expose the existing service connection for more than 24 hours, and upon completion, the disturbed area shall immediately be stabilized.
8. Connection shall not be made during periods where rain is expected.
9. Roof drains and other stormwater drainage shall not be connected to the sanitary sewer.

10. The applicant shall be responsible to properly terminate any abandoned wastewater service connections according to current City of Greenville Standards and Specifications.
11. The applicant shall be responsible for relocation and repair of unapproved taps at no cost to the City of Greenville.

### **Erosion Prevention and Sediment Control Minimum Requirements**

1. The City of Greenville Construction Inspection Bureau shall be notified by the permit holder at (864) 467-8890 a minimum of 72 hours prior to beginning construction. An onsite Pre-Construction Conference may be required prior to the implementation of construction activities.
2. Sediment and erosion control devices shall be installed and functioning prior to beginning any project earth disturbing activities.
3. All sediment and erosion controls shall be inspected until construction is complete, the site is permanently stabilized.
4. All erosion control devices shall be properly maintained during all phases of construction until the completion of all construction activities and all disturbed areas have been permanently stabilized. Additional control devices may be required during construction in order to control erosion and/or offsite sedimentation. All temporary control devices shall be removed once construction is complete and the site is permanently stabilized.
5. All sediment and erosion control devices shall be inspected once every seven (7) calendar days. Damaged, ineffective, or incorrectly installed devices shall be repaired or replaced, as necessary, within 48 hours of identification.
6. If existing BMPs need to be modified or if additional BMPs are necessary to comply with the requirements of the Ordinance and/or SC's Water Quality Standards, implementation must be completed before the next storm event whenever practicable.
7. Stabilization measures shall be initiated as soon as practicable in portions of the site where construction activities have temporarily or permanently ceased, but in no case more than fourteen (14) days after work has ceased, except as stated below:
  - a. Where stabilization by the 14th day is precluded by snow cover or frozen ground conditions stabilization measures must be initiated as soon as practicable.
  - b. Where construction activity on a portion of the site is temporarily ceased and earth disturbing activities will be resumed within 14 days, temporary stabilization measures do not have to be initiated on that portion of the site.
8. The site shall be considered permanently stabilized when all surface disturbing activities are complete and either of the two following criteria is met:
  - a. A uniform (e.g., evenly disturbed, without large bare areas) perennial vegetative cover with a density of 70% of the native background vegetative cover for the area has been established on all unpaved areas and areas not covered by permanent structures, or
  - b. Equivalent permanent stabilization measures (such as riprap, gabions, or geotextiles) have been employed.
9. A stabilized construction entrance shall be installed and maintained on the project site. Storm water inlet protection shall be provided for all inlets (upstream and downstream) within 50 ft. of the construction entrance or disturbance (on both sides of the public roadway).
10. All existing and new storm water structures, affected by this project, shall be inspected and maintained clean of accumulated demolition debris or sediments.
11. Disposal of all recovered sediments and construction debris shall be in accordance with all applicable City, State and Federal Regulations. No sediment or construction debris shall be flushed down the storm water system.
12. During the course of construction activities, erosion and sediment controls shall be used to prevent tracking of mud and/or sediment accumulation on public roadways (including street gutters), sediment laden runoff from entering into existing storm water system inlets or depositing on adjacent properties, and airborne dust migration off-site. The contractor shall daily remove mud/soil from pavement, by sweeping or vacuuming, as may be required.
13. To secure the project site, locate limits of construction, protect areas that are to remain undisturbed, and prevent migration of construction debris, orange construction fencing shall be installed around

areas not requiring silt fencing. Any accumulation of construction debris on public roadways or adjacent properties shall be removed within 24 hours. Care shall be taken when installing construction fencing to not obscure oncoming traffic at intersections, adjacent driveways and the project construction entrance.

14. Provide silt fence and/or other control devices, as may be required, to control soil erosion during utility construction. All disturbed areas shall be cleaned, graded, and stabilized immediately after the utility installation.
15. Silt fence shall be installed along lines of equal elevation. Silt fencing shall be installed no closer than 5 feet downhill from the toe of any slope.
16. All Waters of the State (WoS), including wetlands, are to be flagged or otherwise clearly marked in the field prior to beginning any activity.
17. Project setback buffers shall be located a minimum of 30 ft. measured from the top of stream bank or edge of wetland, unless otherwise approved by the City Engineer. All setbacks shall be clearly delineated on the erosion prevention and sediment control plans.
18. A single row of silt fencing shall be installed along all setback buffers that meet the minimum requirements.
19. A double row of silt fencing shall be installed in all areas where a minimum setback buffer cannot be maintained between the disturbed area and the water body or wetland. Double row of silt fencing shall be placed no closer than 5 ft. downhill from the toe of any fill area and a minimum of 5 ft. spacing shall be maintained between silt fence rows. A minimum 5 ft. buffer should be maintained between the last row of silt fence and all water bodies and wetlands.
20. Stockpiles of useable or waste materials shall be surrounded by a row of silt fence at all times. Stockpiles that are undisturbed for more than fourteen (14) days shall have appropriate stabilization measures installed. Stockpiles shall be placed a minimum of 50 feet away from stormwater flows, stormwater inlet structures, drainage courses, adjacent property and public roadways.
21. Litter, construction debris, oils, fuels, building products with significant potential for impact (such as stockpiles of freshly treated lumber), and construction chemicals that could be exposed to storm water must be prevented from becoming a pollutant source in stormwater discharges.
22. Temporary diversion berms, ditches, or slope drains shall be provided for all slopes 3:1 or steeper and as otherwise needed during construction to protect areas from upslope runoff and/or to divert sediment laden water to appropriate traps or stable outlets.
23. Slopes 3:1 or steeper and/or exceeding eight (8) vertical feet shall be stabilized with staked in place sod or synthetic/vegetative mats in addition to hydro seeding as soon as practical but no more than 7 calendar days after land disturbing activities on the slope have permanently or temporarily ceased
24. Cat track or surface roughening is required for all slopes 3:1 or steeper prior to seeding and laying of synthetic or vegetative mats. Cat tracking or surface roughening shall produce a surface with furrows running cross slope, parallel with slope contours, and perpendicular to surface runoff.
25. Portable toilet facilities shall not be located within 20 feet of any storm water structure and/or 50 feet of any water course, wetland area, stream, floodplain, or lake.
26. The following discharges are prohibited:
  - a. Wastewater from washout of concrete, unless managed by an appropriate control
  - b. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds and other construction materials
  - c. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance
  - d. Soaps or solvents used in vehicle and equipment washing during construction.
27. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent treatment prior to discharge.
28. Minimize the discharge of pollutants from dewatering of trenches and excavated areas. These discharges are to be routed through appropriate BMPs (sediment basin, filter bag, etc.).

In addition, all performance, inspection, and record keeping requirements in conformance with SCDHEC NPDES Construction General Permit SCR100000 and SC Standards for Storm Water Management and Sediment Reduction Regulation R72-300 thru R72-316 shall be met.



**Applicant Certification:**

I, as the Owner and person wholly financially responsible for the completion of the proposed work according to the approved plans and specifications, hereby acknowledge that I have read and understand the requirements herein and agree to conform to all City of Greenville requirements.

I hereby further state that the construction of the project will be accomplished pursuant to the approved plans and City of Greenville specifications and that competent and responsible personnel will be assigned to the project.

Name: \_\_\_\_\_ Owner: \_\_\_\_\_  
(Please print) (Please print)

Mailing Address: \_\_\_\_\_  
(Please print)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_