



**APPLICATION FOR
FINAL DEVELOPMENT PLAN (FDP)**

Contact Planning & Development (864) 467-4476

Office Use Only:

Application# _____ Fees Paid _____
Date Received _____ Accepted By _____
Date Complete _____ App Deny Conditions _____

APPLICANT/OWNER INFORMATION

*Indicates Required Field

APPLICANT

PROPERTY OWNER

| | | |
|-----------|--|--|
| *Name: | | |
| *Title: | | |
| *Address: | | |
| *State: | | |
| *Zip: | | |
| *Phone: | | |
| *Email: | | |

*SELECT REVIEW TYPE: _____ FDP Planning Commission Review _____ FDP Staff Review

*PD NAME _____ *PD ORDINANCE # _____

*ORIGINAL APPLICATION # (provide # of rezoning request) _____

*STREET ADDRESS _____

*TAX MAP # _____ *ACREAGE _____

*BUILDING/PHASE _____

*PROPOSED USE _____

INSTRUCTIONS

- The application and fee, **made payable to the City of Greenville**, must be submitted to the Planning and Development Office no later than 2:00 on the date reflected on the attached schedule for Planning Commission.
 - PD Final Development Plan (FDP) – Initial Approval \$200.00, *public hearing may be required*
 - PD Final Development Plan (FDP) – Major Modification \$100.00, *public hearing required*
 - PD Final Development Plan (FDP) – Minor Modification \$50.00, *administrative review*
- Staff will review the application for sufficiency pursuant **Section 19-2.2.6, Determination of Sufficiency**, prior to routing the application for staff review. If the application is determined to be insufficient, the Administrator shall contact the Applicant to request that the Applicant resolve the deficiencies. You are encouraged to schedule an application conference with a planner, who will review your application for sufficiency at the time it is submitted. Please call (864) 467-4476 to schedule an appointment.
- If the plan is determined to be inconsistent with the preliminary approval granted by the planning commission (i.e. not a “minor deviation” as defined at **Section 19-2.3.3(D)(7), Minor Deviations**), the administrator shall defer action pending the applicant submitting an application to the commission to consider a revised preliminary plan pursuant to **Section 19-2.2, Common procedures**.

4. **Public Notice Requirements.** Final Development Plan (FDP) applications require a planning commission public hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled planning commission hearing date.

(To be filled out at time of application submittal)

_____ Public Hearing signs are acknowledged as received by the applicant

_____ Received information for materials board requirements

***APPLICANT SIGNATURE** _____

5. **Please read carefully:** 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 affirms that the applicant or someone acting on the applicant's behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

Furthermore, my signature (applicant) indicates that I understand and consent that this matter will appear before the Planning Commission for consideration and that any recommendation, for approval or denial, by the Planning Commission will be presented to the City Council at their next regularly scheduled meeting to be held on the fourth Monday of the month following the Planning Commission meeting in which the matter was heard.

_____ ***APPLICANT SIGNATURE**

_____ DATE

6. 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.

| | |
|---------------------------------|--|
| *Signatures | |
| Applicant | |
| Date | |
| Property Owner/Authorized Agent | |
| Date | |

SUBMITTAL REQUIREMENTS

At a minimum, the following information shall be provided:

1. Vicinity map, title block, scale, north arrow, legend, and all property lines (reflecting courses and distances).
2. Names and locations of all existing and proposed public and private streets abutting the property or within 100' of the property.
3. Location of all existing and proposed easements transecting, or adjacent to, the property.
4. Location of all streams, ponds, wetlands, drainage ditches, and other watercourses as well as the location of any Regulatory Floodway or Floodplain.
5. Location of all trees as required by **Section 19-6.3.2(A), Tree Inventory Required** and Appendix 'E' of this Manual.
6. Location of all existing man-made features on the property (parking and circulation areas, utilities, fire hydrants, buildings, lighting, etc.).
7. Location, use and arrangement of all proposed buildings, signs, and structures (Residential Buildings shall reflect number and type of units as well as number of bedrooms – Nonresidential Buildings shall reflect floor area and use).
8. Interior and exterior setbacks (buildings-to-buildings and buildings-to-property lines);
9. Location and design of all proposed lighting fixtures pursuant to the requirements of **Section 19-6.4, Exterior Lighting**.
10. Location and design of improvements for all proposed open space and recreation areas.
11. Location, layout, and dimensions of all vehicular and pedestrian circulation areas, parking, loading, and service areas, etc. (including sidewalks, dumpster pads, bicycle paths, etc.).
12. Conformance with the requirements of **Section 19-2.3.13(B), Grading Permit**, or confirmation from the Grading Permit Administrator that an Application has been submitted.

Additional information regarding, but not necessarily limited to, the following:

1. Project Phasing
2. Design Requirements, including:
 - Off-Street Parking and Loading
 - Landscaping, Buffering, and Screening
 - Tree Protection
 - Exterior Lighting
 - Design Standards for Non-Residential Development
 - Sign Regulations
 - Streets and Utilities
3. Open Space Preservation and Development
4. Public Facility Improvements and Phasing