

# **APPLICATIONS FOR LAND USE AND SUBDIVISION REVIEW HEARINGS**



Thank you for your interest in Pickens County, South Carolina. This packet includes the necessary documents for Land Use Reviews to be heard by the Pickens County Planning Commission.

Should you need further assistance, please feel free to contact a member of the Planning Staff between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday at (864) 898-5956

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If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).



# PICKENS COUNTY

## SOUTH CAROLINA



### COMMUNITY DEVELOPMENT

BUILDING CODES ADMINISTRATION • STORMWATER MANAGEMENT • PLANNING

APPLICATION FOR:

Land Use Review /Subdivision Review

Subdivision Variance

Case No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Note to Applicant:** All applications must be typed or legibly printed and all entries must be completed on all the required application forms. If you are uncertain to the applicability of an item, please contact a member of the Planning Staff. Incomplete applications or applications submitted after the posted deadlines will be delayed.

Name of Applicant \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Applicant is the:            Owner's Agent \_\_\_\_\_            Property Owner \_\_\_\_\_

Property Owner(s) of Record \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Authorized Representative \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Address/Location of Property \_\_\_\_\_

Existing Land Use \_\_\_\_\_ Proposed Land Use \_\_\_\_\_

Tax Map Number(s) \_\_\_\_\_

Total Size of Project (acres) \_\_\_\_\_            Number of Lots \_\_\_\_\_

*Utilities:*

Proposed Water Source:     Wells     Public Water    Water District: \_\_\_\_\_

Proposed Sewer:             Onsite Septic     Public Sewer    Sewer District: \_\_\_\_\_

REQUEST FOR VARIANCE (IF APPLICABLE):

Is there a variance request from the subdivision regulations or county road ordinance?  Yes  No

If YES, applicant must include explanation of request and give appropriate justifications.

RESTRICTIVE COVENANT STATEMENT

Pursuant to South Carolina Code of Laws 6-29-1145:

I (we) certify as property owner(s) or as authorized representative for this request that the referenced property:

- IS subject to recorded restrictive covenants and that the applicable request(s) is permitted, or not other wise in violation, of the same recorded restrictive covenants.
IS subject to recorded restrictive covenants and that the applicable request(s) was not permitted, however a waiver has been granted as provided for in the applicable covenants.
IS NOT subject to recorded restrictive covenants

SIGNATURE(S) OF APPLICANTS(S):

I (we) certify as property owners or authorized representative that the information shown on and any attachment to this application is accurate to the best of my (our) knowledge, and I (we) understand that any inaccuracies may be considered just cause for postponement of action on the request and/or invalidation of this application or any action taken on this application.

I (we) further authorize staff of Pickens County to inspect the premises of the above-described property at a time which is agreeable to the applicant/property owner.

Signature of Applicant

Date

PROPERTY OWNER'S CERTIFICATION

The undersigned below, or as attached, is the owner of the property considered in this application and understands that an application affecting the use of the property has been submitted for consideration by the Pickens County Planning Commission.

Signature of Owner(s)

Date

PICKENS COUNTY STAFF USE ONLY

Form containing staff use sections: Application Processing (Date Received, Pre-Application meeting, Application Forwarded to) and Hearing and Action (Planning Commission Hearing Date, Deadline for Notice to Paper, Letter of Hearing Sent, Sign Placement Deadline, Planning Commission Action, Approval/Modification/Denial, Notice of Action to Applicant).



**Pickens County, South Carolina**  
**LAND USE REVIEW**  
**Application Process and Requirements**

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This application applies to the following uses when proposed in the unincorporated areas of the county:

- A. Hazardous Waste and Nuclear Waste Disposal Sites
  - B. Motorized Vehicle Tracks (commercial)
  - C. Mining and Extraction Operations
  - D. Gun Clubs, Skeet Ranges, Outdoor Firing Ranges
  - E. Stockyards, Slaughterhouses, Feedlots, Kennels and Animal Auction Houses
  - F. Golf Courses
  - G. Certain Public Service Uses
    - Land Fills
    - Water and Sewage Treatment facilities
    - Electrical Substations
    - Prisons
    - Recycling Stations
    - Transfer Stations
    - Schools
    - Water and Sewer Lines
  - H. Large Scale Projects
    - Any project that is capable of generating 1,000 average daily vehicle trips or more.
    - A truck or bus terminal, including service facilities designed principally for such uses.
    - Outdoor sports or recreational facilities that encompass one (1) or more acres in parking and facilities.
  - I. Major Subdivisions
  - J. Communication Towers
  - K. Tattoo Facilities
  - L. Mobile Home Parks/Manufactured Home Parks
  - M. Sexually Oriented Business
  - N. Salvage, junk, and scrap yards
  - O. Uses within the Airport District
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***APPLICATION PROCESS***

1. A Pre-Application meeting with a Planning Staff member is required before an application can be submitted and accepted. For certain requests, this pre-application meeting will involve several county departments. For this reason, this meeting will need to take place well in advance of filing an application with the Planning Department so that all questions can be asked of staff prior to the formal submittal of any application.
2. An application is submitted, along with any required filing fee, to the Planning Department according to the set deadline schedule (see attached schedule).
3. The Planning Department shall review the application for completeness within 5 business days of submission. In complete or improper applications will be returned to the applicant.
4. If the application is considered complete and proper then the planning staff will further review the application and may make a written recommendation. The written recommendation is available to the applicant approximately five days before the Planning Commission's public hearing. Copies of the report may be obtained from the Planning Department.
5. Legal notice is required to be printed in a newspaper of general circulation in Pickens County. This notice currently appears in the Pickens County Courier at least 15 days before public hearings in the legal notice section.
6. A public hearing sign is erected on the property at least 15 days before the public hearing. This sign will be erected and removed by the applicant or applicant's agent.

7. The Planning Commission reviews the proposed land use request and takes action on the request following the public hearing. The Planning Commission meets the second Monday of each month. Meetings are held at 6:30 P.M. at the County Administration Building, Main Conference Room, Pickens, South Carolina
  8. The Commission shall review and evaluate each application with respect to all applicable standards contained within the Unified Development Standards Ordinance (UDSO). At the conclusion of its review, the Planning Commission may approve the proposal as presented, approve it with specified modifications, or disapprove it.
  9. In consideration of a land use permit, the Planning Commission shall consider factors relevant in balancing the interest in promoting the public health, safety, or general welfare against the right of the individual to the unrestricted use of property and shall consider specific, objective criteria. Due weight or priority shall be given to those factors that are appropriate to the circumstances of each proposal.
  10. A decision of the Planning Commission may be appealed as provided for in Title 6, Chapter 29 of the South Carolina Code.
  11. Within 15 days of the Planning Commission taking action on the request, planning staff will send the applicant a Notice of Action.
  12. Any applicant wishing to withdraw a proposed land use permit prior to final action by the Planning Commission shall file a written request for withdrawal with the Director of Community Development.
    - If the request for withdrawal is received prior to the publication of notice for the public hearing, the Director of Community Development shall withdraw the application administratively without any restriction on the re-filing of a proposed land use permit on the property in the future.
    - If notice has been published (or is irretrievably set for publication) and the application has not been heard by the Planning Commission, the application shall remain on the Planning Commission's public hearing agenda and the withdrawal request shall be considered for approval or denial, with or without prejudice, by the Planning Commission.
  13. All associated fees are non-refundable. If a case is withdrawn or postponed at the request of the applicant, after the notice has been placed with the newspaper, the applicant is responsible for all associated cost of processing and advertising the application; the County must be reimbursed for these cost by the applicant.
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The items listed below are necessary to process a Land Use Review application. Please see the attached schedule of filing deadlines and meeting dates. A pre-application conference with Planning Staff to discuss the proposal is required.

Any amendments to an application must be submitted to the Planning Department for staff review at least 10 days prior to the Planning Commission hearing.

#### REQUIRED ITEMS

- 1) APPLICATION FORM:

One (1) copy of the appropriate Application form with all required attachments and additional information must be submitted.
- 2) LETTER OF INTENT:
  - A. One (1) copy of a Letter of Intent (must be typed or legibly printed).
  - B. The Letter of Intent must give details of the proposed use of the property and should include at least the following information:

1. A statement as to what the property is to be used for;
2. The acreage or size of the tract;
3. The land use requested;
4. The number of lots and number of dwelling units or number of buildings proposed;
5. Building size(s) proposed;
6. If a variance of the subdivision regulations is also being requested, a brief explanation must also be included.

3) SKETCH PLAN (major subdivisions):

- A. An application for a land use permit for a major subdivision shall be accompanied by a sketch plan.
- B. A sketch plan must be prepared by a professional engineer, a registered land surveyor, a landscape architect, or a certified land planner. The applicant may prepare the concept plan if approved by the Community Development Director.
- C. The sketch plan shall be drawn to approximate scale on a boundary survey of the tract or on a property map showing the approximate location of the boundaries and dimensions of the tract.
- D. The sketch plan shall show, at a minimum, the following:
  1. Proposed name of the development
  2. Acreage of the entire development
  3. Location map
  4. Proposed lot layout
  5. Minimum lot size with anticipated overall density (lots/acre)
  6. Setbacks, with front setbacks shown, side and rear may be stated
  7. All proposed rights-of-way with applicable widths
  8. Natural features located on the property
  9. Man-made features both within and adjacent to the property including:
    - a. Existing streets and names (with ROW shown)
    - a. City and County boundary lines
    - b. Existing buildings to remain
  10. Proposed areas of public dedication (conservation areas/open space)
  11. Flood plains and areas prone to flooding
  12. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

4) SKETCH PLAN (multi-family and non-residential):

- A. An application for a land use permit for a multi-family project or a non-residential project shall be accompanied by a sketch plan.
- B. A sketch plan must be prepared by a professional engineer, a registered land surveyor, a landscape architect, or a certified land planner. The applicant may prepare the sketch plan if approved by the Community Development Director.
- C. The sketch plan shall be drawn to approximate scale on a boundary survey of the tract or on a property map showing the approximate location of the boundaries and dimensions of the tract.
- D. The sketch plan shall show, at a minimum, the following:

1. Proposed name of the development
2. Acreage of the entire development
3. Location map
4. Proposed building(s) location(s)
5. Anticipated property density stated as a FAR (Floor to Area Ratio)
6. Setbacks, with front setbacks shown, side and rear may be stated
7. Proposed parking areas
8. Proposed property access locations
9. Natural features located on the property
10. Man-made features both within and adjacent to the property including:
  - a. Existing streets and names (with ROW shown)
  - b. City and County boundary lines
  - c. Existing buildings to remain
11. Required and proposed buffers and landscaping
12. Flood Plains and areas prone to flooding
13. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

5). ATTACHEMENTS

All attachments must be included in order for the application to be considered complete

Attachment A – “Standards For Land Use Approval Consideration”

Attachment B – “Application Checklist”





**Pickens County, South Carolina**  
Attachment A  
**LAND USE REVIEW**  
Standards of Land Use Approval Consideration

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In consideration of a land use permit, the Planning Commission shall consider factors relevant in balancing the interest in promoting the public health, safety, and general welfare against the right of the individual to the unrestricted use of property and shall specifically consider the following objective criteria. Due weight or priority shall be given to those factors that are appropriate to the circumstances of each proposal.

Please respond to the following standards in the space provided or you may use an attachment as necessary:

- (A) Is the proposed use consistent with other uses in the area or the general development patterns occurring in the area?

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- (B) Will the proposed use not adversely affect the existing use or usability of adjacent or nearby property?

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- (C) Is the proposed use compatible with the goals, objectives, purpose and intent of the Comprehensive Plan?

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- (D) Will the proposed use not cause an excessive or burdensome use of public facilities or services, including but not limited to streets, schools, water or sewer utilities, and police or fire protection?

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- (E) Is the property suitable for the proposed use relative to the requirements set forth in this development ordinance such as off-street parking, setbacks, buffers, and access?

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- (F) Does the proposed use reflect a reasonable balance between the promotion of the public health, safety, morality, or general welfare and the right to unrestricted use of property?

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**Pickens County, South Carolina**  
Attachment B  
**LAND USE REVIEW**  
Application Checklist

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The following is a checklist of information required for submission of a Land Use Review application. Incomplete applications or applications submitted after the deadline **will be delayed.**

\_\_\_\_\_ Completed application form

\_\_\_\_\_ Letter of intent

\_\_\_\_\_ Sketch Plan (major subdivisions) – 8 copies and one (1) reduction to 8 ½" x 11"

\_\_\_\_\_ Sketch Plan (for multi-family and non-residential) – 8 copies and one (1) reduction to 8 ½" x 11"

\_\_\_\_\_ Attachment "A"