

**Planning and Development - Permit Application Center**

P.O. Box 1119, or 1 Town Square  
Ridgeland, South Carolina 29936  
Phone: 843-726-7500 FAX: 843-726-7525  
www.ridgelandsc.gov



**MAJOR SUBDIVISION APPLICATION  
(FOR PRELIMINARY PLATS)**

**WHEN TO USE THIS PROCESS, AND WHEN TO USE A DIFFERENT ONE**

This application should be used to subdivide land *unless* one of the following situations apply:

- A. The request meets all three of the following criteria, and therefore is considered a *minor subdivision*.
  - 1. Does not create any new streets, alleys, or other public ways;
  - 2. Does not make changes to the existing rights-of-way of any streets, alleys, or other public ways; and
  - 3. Has lots that have direct access or otherwise legal access (such as through an easement for a shared driveway) onto a public street that has been accepted for maintenance by the appropriate agency. (If this situation applies, use the **Minor Subdivision Application** instead of this one.)
- B. The request is for a commercial, industrial, institutional, or multi-family use that also includes *site design*.

(If this situation applies, use the **Major Site Plan Application** instead of this one. The site plan review process will serve as the review process for both the development and the platting components of the development.)

**APPLICATION PROCESS**

- 1. **Schedule the required sketch plan review meeting.** Sketch plans are usually a one-sheet conceptual drawings, but please refer to the **Sketch Plan Application** for additional information about what they should include. During the meeting, staff will explain the applicable standards and review process for the preliminary plat, and give you feedback about your sketch.
- 2. **Submit the following in PDF format** to the Permit Application Center via email to [jrowland@ridgelandsc.gov](mailto:jrowland@ridgelandsc.gov)
  - Major Subdivision Application (page 3 of this application)
  - Preliminary Plat that contains the information listed on the following pages.
  - In case of re-subdivision, submit a copy of existing plat.
- 3. **Submit a plan review fee of \$500 plus \$35.00 per lot** by check payable to the Town of Ridgeland, cash or credit card.

4. **Town staff will review your plan** and send comments back to the designated contact person on the application within 10 business days.

5. **Planning Commission meeting:**

Most preliminary plats require Planning Commission approval. (Rare exceptions will exist for approved industrial parks or other group developments that have received site plan approval previously.)

**Submit 5 complete hard copies of related documents for Planning Commission Review.**

The Planning Commission generally meets on the second Monday of each month. Plans and review fee must be submitted 45 days prior to be on the Planning Commission agenda approximately. (For example, plans submitted January 15<sup>th</sup>, if complete, will be reviewed by February 1<sup>st</sup>. If then revised and returned, correct and complete, by February 15<sup>th</sup>, plans will be considered by the Planning Commission during its meeting in March.)

If a plan requires further revision after the Planning Commission meeting, the revised plat must be received by the 20th of the month to remain on the next month's Planning Commission agenda.

**AFTER THE PLAT IS APPROVED**

After the plat and architectural details are approved, submit five paper copies to the Permit Application Center. The next step for most projects is to develop **Civil Construction Plans**.

**MAJOR SUBDIVISION APPLICATION  
(FOR PRELIMINARY PLATS)**

**INFORMATION**

Project Address(es): \_\_\_\_\_

Tax Map #(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPLICANT**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Are there any recorded deed restrictions or restrictive covenants that apply to this property that are contrary to, conflict with, or prohibit the permitted activity being requested?**

Yes.

No. [Attested by Owner: \_\_\_\_\_]

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

**PROPERTY OWNER**

Property Owner's Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**OTHER PROJECT CONTACTS**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## PRELIMINARY PLAT CHECKLIST

The following identifies required information to be placed on preliminary plats. It also refers to key areas of the Ridgeland Zoning Ordinance, but does not serve as a substitute for the regulations contained within that document.

### **GENERAL PROJECT INFORMATION:**

#### **GENERAL**

1. Show proposed name of project.
2. Provide the name, mailing address, email address, and phone number of the owner and/or developer and designer of the site plan.
3. Include a vicinity map showing location of proposed project.
4. Include a map scale using appropriate engineer's scale, north arrow, and date.
5. Show town limit lines if adjacent to the property.
6. Show location of railroads on the site and adjacent land.

#### **PROPOSED DEVELOPMENT SITE**

1. Show the boundaries with all bearings and distances.
2. Show the total acreage and total number of lots to be developed.
3. For each lot to be developed, provide:
  - a. tax map number
  - b. zoning district classification, and if applicable, overlay zone(s)<sup>1</sup>
  - c. land use (*Note: Many uses have use-specific standards that affect layout.* For example, some may have larger setbacks or buffers than generally required in a zoning district for other use types. See TRZO Article 6).
  - d. lot number
  - e. lot layout with building setback lines, scaled dimensions, area in square feet, and utility easements with their width and use
  - f. all proposed buildings including the number of stories and total square footage by use
  - g. the location, size, and use of any existing structures that will remain
4. If property is a Master Plan (MP), include a note indicating that plan complies Master Planned Development (MP) master plan and that "Parcels identified as part of this Preliminary Plat are subject to a Separate Master Plan and Terms and Conditions document."

#### **ADJACENT LANDS**

For each adjacent parcel, show:

1. land use
  2. zoning district classifications
  3. tax map number
  4. property owner
  5. development names
  6. location and footprint of existing buildings
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**ENVIRONMENTAL CONSIDERATIONS:**

**TOPOGRAPHY**

1. Show topography by contours at vertical intervals of not more than one foot. All elevations shall refer to NAVD88
2. Show proposed major contour changes in areas where substantial cut and/or fill is to be done.

**RIPARIAN BUFFERS (RHZO SECTION 8.4)**

1. Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
2. Depict any water resources subject to OCRM riparian buffer standards, delineated by type: rivers, perennial streams, intermittent streams, wetlands and ponds, and locally- designated flood-prone areas. Delineate the undisturbed buffer area and the transition area. Note that anylands that are adjacent to or within 25 feet of a riparian buffer that have natural slopes of 33% must be included in the riparian buffer.

**TREE RETENTION (TRZO SECTION 5.11)**

1. Identify required tree canopy retention areas:
2. Show Grand trees that require protection. For most species, these are trees that are greater than 24 inches in diameter at breast height (or greater than 12 inches in diameter at breast height for Live Oaks or Palmetto Tree); some exemptions apply.

**OPEN SPACE (RHZO SECTION 8.6)**

1. Calculate required common open space acreage: refer to (TRZO) Table 9.

**LANDSCAPING: (TRZO SECTION 5.11)**

1. Street trees must be shown at least every 30 feet. Planting strips for the trees must be at least 6 feet wide between the back of curb and the sidewalk. See Section 5.11 in addition to Section 5.11.2.
2. Show any required land-use buffer areas.
3. Show any required internal property boundary landscaping areas.
4. Show hardscaping, fences, detailed planting plan and proposed buildings.

**UTILITIES:**

**EXISTING CONDITIONS**

1. Show size and location of existing sewers, water mains and other underground facilities on the site and adjacent land.
2. Show the location (and size as appropriate) of storm drains, culverts, ditches, swales and drainage easements on the site and adjacent land.
3. Show location of utility poles and towers.
4. Specify whether utility lines are in easements or rights-of-way.

## **SANITARY SEWER**

1. Show preliminary plan for sanitary sewers with the location of manholes, points of discharge, and direction of flow, which have been coordinated with the Town of Ridgeland Water and Sewer Authority.
2. Show sanitary sewer easements:
  - Minimum easement width for a single pipeline – 15ft.
  - Minimum easement width for two pressure pipes installed in parallel – 20ft.
  - Minimum easement width for pressure pipe and gravity sewer in parallel – 25ft.
3. Note the sewer basin and receiving pump station, as applicable.
4. Indicate anticipated sewer capacity required, developed in accordance with Town of Ridgeland Water and Sewer Authority Development Policy and Procedure Manual.

## **WATER**

1. Show preliminary plan for water supply system. Note that the water line must be looped, where feasible.
2. Show water line easements:
  - Minimum easement width for a single pipeline – 15ft.
  - Minimum easement width for two pressure pipes installed in parallel – 20ft.
  - Minimum easement width for pressure pipe and gravity sewer in parallel – 25ft.
3. Indicate anticipated water capacity required, developed in accordance with Town of Ridgeland Water and Sewer Authority Development Policy and Procedure Manual.

## **ELECTRICAL**

1. Show a 10-foot easement along the right-of-way for electrical utilities.
2. Locate street trees and required landscaping outside of the utility easements. Plant grass or other appropriate groundcover in the easement area.
3. Locate sidewalks outside of utility easements to the maximum extent practicable.

## **STORMWATER SYSTEM**

1. Show the proposed impervious surface calculation.
2. Show all property line points of stormwater inflow and outflow.
3. Shown drainage flow patterns with arrows.
4. Show the area(s) designated for stormwater mitigation facilities.
5. Show preliminary calculations on the plan for an estimate of required stormwater mitigation volume, or establish an approximate area based on a volume of 0.25 ac-ft per acre of development.
6. Show easements for all public and/or private drainage systems (with a 20-foot minimum for public systems, although larger easements may be required for large or deep storm drain systems, open channels, or other surface conveyance).
7. Engineer of Record (EOR) signed completed Town of Ridgeland Stormwater Plan Review Checklist following the latest edition of the Jasper County Stormwater Management Design Manual.

## **OTHER**

1. Submit written verification to serve from all non-city utility service providers (gas, telephone, & cable).

## **FIRE INFORMATION:**

1. Show location of nearest hydrant. (For distance and flow requirements, please see the Town of Ridgeland Hydrant Policy).
2. The Fire Department will need access to within 150 feet of all points of the building. Show how this can be achieved.
3. Show location for Fire Department Connection (FDC).
4. Entrance and Exits:
  - a. Gates will need to be accessible through a radio system with a “click to enter” option.

- b. Show locations and road widths for all Entry and Exits on the property.
- c. Show locations and width for all turnarounds.
- d. Show locations and accessibility of any ponds on the property.

**ROADS:** (TRZO SECTION 6.7)

1. Show location and right-of-way of existing streets, curb cuts, and driveways within 300 feet of the site.
    - a. Developments should support a grid or modified grid pattern to the maximum extent possible.
    - b. Street connectivity is required. See this section for more information, but generally, the arrangement of streets must provide for the alignment and continuing of existing or proposed streets into adjoining lands. If an arterial or collector street is located on or adjacent to a development, the development must continue the street to a logical termination point.
    - c. Traffic calming measures must be used, such as short block lengths, roundabouts, and delineated on-street parking.
    - d. This section also contains more information about intersections, reserve and horizontal curves, vertical curves, sight obstruction, and curbing, as well as the street specification standards chart.
    - e. Sidewalks must be provided along all new or existing streets. They must be 5 feet in most cases outside of urban, mixed-use areas such as Downtown.
    - f. Road names must be shown.
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