COMMERCIAL/INDUSTRIAL SITE PLAN SUBMITTAL CHECKLIST

GREENVILLE COUNTY Greenville County Square 301 University Ridge, Suite S-3200 Greenville, SC 29601-3686 Phone: (864) 467-7425 Zoning@greenvillecounty.org



This checklist may not be all inclusive of the requirements of the Greenville County Zoning Ordinance (GCZO), the Greenville County Land Development Regulations (GCLDR), and the Greenville County Tree Ordinance. These documents can be found on Greenville County's website.

Upload all revisions in eTRAKIT prior to final Zoning review approval for issuance of permits. Application number must be clearly marked on revised plans.

Information Required on Site Plan

Title block including the following:	For Zoned Areas Only:	
 Project name Date plan was drafted and revision dates, if applicable Tax map number(s) Name and address of owner/ developer Number of acres 	 Parking area including the following: Location and total number of required parking spaces (GCZO Table 12.1) Dimensions of parking spaces (GCZO Section 12:2.5) Loading space(s) and their dimensions, if applicable (GCZO Section 12.3) 	
Location map showing site and surrounding area with north arrow	Medians, if applicable (GCZO Section 12:4.2)	
Proposed/existing street names and right-of-ways for all streets adjacent to the site	Traffic circulation, including point(s) of ingress/egress, vehicular cross- access points (if applicable), and drive aisle location(s) and width (GCZO Section 12:2.4 or GCLDR Section 10.3.1)	
Zoning, property owners, and tax map numbers of abutting properties		
Existing easements or right-of-ways crossing the property, if applicable	Location of pedestrian facilities and their dimensions, if applicable (GCLDR Section 10.2.4 or 10.3.3)	
Location of proposed buildings/structures in relation to the overall site/ vicinity (GCZO Section 7.3)	Location of dumpster/trash collection facilities with screening specifications, if applicable (GCLDR Section 10.3.4)	
 Setback measurements from the building/structure to all adjacent right-of-ways and property line(s) (GCZO Section 7.3 or GCLDR Section 8.7) Front: Left: Right: Rear: 	Location of HVAC/mechanical equipment with screening specifications, if applicable (GCLDR Section 10.3.7)	

Information Required on Landscape Plan

Parking lot landscaping, roadside buffers, screening location(s) and type(s), as well as the location, size, and type of planted material(s), if applicable (GCZO Sections 12:4 and 12:9 and GCLDR Section 10.2.2 or 10.3.5)

Include table for tree density unit calculations required by the Greenville County Tree Ordinance, if applicable	Include a Lighting Plan indicating le light fixtures, if applicable (GCLDR S	ocation, height, and type of all exterior ection 10.2.3 or 10.3.6)
For Staff Use Only:		
Project Name		Date
Reviewed By		Permit #