

Flexible Review Districts and Planned Developments

Submittal Guide (incomplete submittals, or submittals with discrepancies, cannot be accepted)

- Refer to the Greenville County Zoning Ordinance for entire submittal requirements
- Make sure that a clear chain of ownership and authorization is presented for each application, including information on corporate ownerships, if applicable

Statement of Intent Template

The following items shall be included in any Statement of Intent for FRDs, in the following order, using the following numbering:

1. Description of the land uses and densities allowed on the site. Include specific sub-areas if more than one use or type of use. Use the following table format:

Area Name/Acres	Use	Max. Density	Max SF/Units	Max. Height
Area A/20 acres	Mixed Use	20 du/ac	100K sf COI/ 200 MF units	45'

2. Commitment of an HOA or POA for all maintenance, including private roads and parking and stormwater, among other items (specifically list responsibilities).
3. Development schedule, including any/all phasing
4. Traffic Impact Study for projects greater than the thresholds identified in Land Development Regulations, Table 9.1. Must be provided by submittal deadline
5. Commitment for public improvements on- and off-site along with specific timing of each, including all those identified in the TIS. List each required improvement separately.
Additionally:
 - a. Include language about connecting to existing sidewalks, trails, or other bike/pedestrian features
 - b. Include discussion about internal pedestrian and bike connections
 - c. Include language about nearby or adjacent bus stops and the means to walk/bike to them
 - d. Include commitments about connecting to adjacent roads, subdivisions, or projects to improve overall neighborhood connectivity
6. For redevelopment and infill projects that are mixed use, a description of how adequate parking will be maintained, should a reduction in parking requirements from Table 12.1(or as amended) be requested
 - a. Include monitoring mechanism (spreadsheet maintained by developer, available to the county upon request)

7. Statement of impact on public facilities including water, sewer and fire. "Will serve" and "adequate capacity to serve letters" from each agency are required upon formal submittal.
8. Statement describing, or renderings/photos depicting, all architectural styles proposed.
 - a. If multiple types of buildings are proposed, include a separate section/paragraph for each
 - i. Include maximum size and height information for each building type
 - ii. Include a statement or identification of all proposed materials
 - iii. Be clear about where each building type is located (same "areas" identified in the land use table)
9. Statement describing the proposed landscaping and screening for the project. Include a drawing/plan if there are different styles or approaches for different areas, showing typical vignettes and materials. Landscaping and screening/buffering should meet, and ideally exceed, the minimums described in Section 12:9 of the Zoning Ordinance (as amended) and Section 8:21 of the Land Development Regulations (as amended).
 - a. Include information on any screening for ponds, lakes, and/or stormwater features
 - b. Include specific commitments about specialized outdoor areas, such as playgrounds, trails/pedestrian connections, plazas, etc.
 - c. Include a commitment to preserve existing trees, vegetation stands, wetlands, or other sensitive environmental areas
 - i. Describe how these will be preserved and how they were included in the overall design of the project
10. Include any information about signage and how the requested signage differs from, or meets, the Greenville County Sign Ordinance (as amended).
11. Include information about lighting and how the proposed lighting will meet, or exceed, requirements from the Greenville County Zoning Ordinance (as amended)
12. Ensure that all language used in the Statement of Intent matches the terminology used on the Preliminary Development Plan sheets

Preliminary Development Plan Requirements

1. The PDP must be drawn to a scale of not less than 100 feet to 1 inch by a registered engineer/surveyor of the State of South Carolina
 - a. Multiple pages shall be at the same scale and orientation, unless they are specifically providing greater detail
 - b. Ensure that all sheets/information is legible and coordinated with the information provided in the Statement of Intent, especially the land use table
2. Include a vicinity map, title block, scale, north arrow, site size, and property line survey on the first sheet of the set.

3. Include a block for the date and update with each revised submittal: undated resubmittals will not be accepted
4. The location of applicable setbacks, buffers, and all existing and proposed easements; clearly label on plan
5. The land use for every part of the site and the number of acres devoted to each use. Make sure this information matches the information in the SOI table exactly
6. The site's traffic circulation plan, including the location of curb cuts and points of ingress/egress, and also including the location and width of all streets, drives, medians, service areas, dumpster pads, entrances to parking areas, etc.
7. The site's parking plan, including all off-street parking, loading/unloading areas, and structures; parking spaces and their dimensions; and the proposed ratios and maximum # of spaces required. Make sure this information matches exactly with the information provided in the SOI
8. The site's pedestrian, bike, and transit circulation and amenity plan, including all sidewalks, paths/trails, bus stops, etc. and how these link to adjacent or nearby facilities. If you need to use a different scale map to show this context and connectivity, please do. Note the dimensions and materials of all sidewalks and paths/trails.
9. The site's sign plan, including location, size, colors, and materials of all exterior signage
10. The site's lighting plan, including the location, height, and type of all exterior light fixtures as demonstrated by cut sheets
11. The site's landscaping plan, including location, size, and type of proposed plant material (canopy trees, evergreen trees, deciduous shrubs, evergreen shrubs, perennials, grasses, lawn, etc.), location of proposed fences, walls, retaining walls or berms, location of any tree protection areas, and location of significant stormwater features
12. Additional elements may be requested that make the plans legible or describe a concept more fully. It is in the applicant's best interest to provide as much information as possible for these submittals
13. The location of all existing and proposed buildings or structures, their general exterior dimensions, and gross square footage. Note any buildings that are historic or have other unique features that will be preserved or made a part of the development
 - a. For residential structures, note the number of residential units by type, the number of bedrooms in each unit, and approximate square footage for single-family units. Include this same/matching information on the parking table as well

14. Specifications indicating the proposed treatment or improvements to all open space areas and the delineation of those areas proposed for specific types of developed recreational activities. Be sure to match what's committed to in the SOI
15. Architectural elevations of all proposed buildings
16. Elevations indicating color and materials of all accessory structures (for open space, etc.) and screening (landscape, fencing, etc.)

Natural Resources Inventory

1. Use the same scale and orientation as all other plans for the package. Ideally, use a screened-back aerial photo as a base map if legibility can be maintained
2. Show existing land cover type, including woods, pastures, wetlands and their edges.
3. Include areas of significant trees that will be saved and note on the plan how they will be saved
4. Show historic features including, but not limited to: buildings, water towers/chimneys, landscapes, cemeteries, and the method of protecting them from harm
5. Show all floodplain and stream information
6. Provide topographic lines at 4 foot intervals

Final Development Plans

1. **FDPs are approved administratively, unless there are significant changes from the approved PDP**
 - a. **Will be determined by staff upon submittal and comparison with previous approvals**
2. **Approved FDPs must accompany each subsequent approval request (land disturbance, building permit, etc.) as a cover sheet to the plan set. Use the signed/stamped approved version which will be provided by staff.**

The Design Review Process



Submittal Flow Chart for Review Districts

1 Rezoning

Submit for rezoning, if required.



1.5 Conditional Changes

If conditioned, make conditional changes first before submitting the Final Development Plan (FDP).

2 Zoning Approval

Post zoning approval, submit FDP for Zoning approval.



3 Land Development Permitting

OK to submit land disturbance permit to LDD after FDP approval. Use signed FDP as cover sheet.

4 Building Safety Permitting

OK to submit building permits to Permitting after FDP approval. Use signed FDP as cover sheet.

