To whom it may concern,

It has been determined that you will need a commercial site plan review. Reasons why a commercial site plan review may be necessary include but are not limited to the following;

a. Constructing a new commercial site and/or building.
b. Needing a business license for a new location.
c. Applying for a commercial permit.
d. Alteration of an existing commercial site.
e. Change of Use.

The review process may take up to (15) business days. Once the site plans are submitted to the online portal I will download them and circulate them to all departments for review. Departments include: Planning and Zoning, Code Enforcement (Fire Access/Hydrant review only), Stormwater and Engineering. Once all departments have reviewed the plans, I will upload the comments and reviewed file to the portal. At this point in the review, I will email the email address listed under the "company" portion of the project info on EPS. This will advise the applicant that either;

a.) revisions are required
b.) the plans have been deemed approvable with conditions
c.) the plans have been deemed approvable.

When the plans have been deemed approvable, I will request final Construction Plans. Once final construction plans have been uploaded, circulated, and approved, I will email a zoning compliance for signature. At the end of this process you will receive "an approved jobsite copy" including the zoning compliance and associated stormwater permits (if applicable.) When you have received the approved jobsite copy, you may continue the permitting process with Code Enforcement.

Please see the attached Site Plan Requirements and Electronic Plan Submittal (EPS) Instructions. Please email me if you have any questions or need any assistance.

Please visit https://www.horrycountysc.gov/departments/planning-and-zoning/ to find the quick links below.

ONLINE INVOICE PAYMENT   PLAN SUBMITTAL   ZONING DISTRICTS   ZONING ORDINANCE   LAND DEVELOPMENT REGULATIONS   CONTACT

Commercial Site Plan Checklist Requirements

(Commercial Site Plans need to meet and/or exceed the requirements listed below in order for plans to be circulated.)

    a. Drawn to scale (scale provided on site plan)
    b. Existing and Proposed improvements such as:
        1. Buildings (with exterior door locations shown)
        2. Parking areas (with parking spaces delineated)
        3. Utilities (i.e. overhead power and fire hydrants)
        4. Drainage features
        5. Relevant site dimensions (i.e. driveway width, building area, landscape buffer, etc.).
    c. Name and Type of development. (i.e. tradeshop, mini-storage, restaurant, hospital etc.)
       * If you are unsure of your business type please fill out and submit a Zoning Administrative Decision Form* This form can be found on our website: Forms > Applications and Forms > Zoning and Rezoning Request > Zoning Admn Decision Application (Fillable Form). Please email the completed Decision Form to zoningapplications@horrycountysc.gov. Once returned to you; submit the form with the plan set via the online submittal portal.
    d. Owner(s) of record and address
    e. Developer name and address (If applicable)
    f. Parcel Identification Number(s) (PIN) and/or Tax Map Number(s) (TMS)
    g. Zoning and Overlay information. (i.e. Zoning Table with setbacks and parking table, showing required vs. proposed.)
    h. Total acreage of development.
    i. Existing and proposed road names. (Label public or private.)
    j. Landscape Plan, including specific plant species and the minimum height at time of planting.

Electronic Plan Submittal (EPS) Instructions

If you've never submitted plans on EPS you will need to create an account:
- Click on this link: https://www.horrycountysc.gov/departments/planning-and-zoning/plan-submittal/
- Click Register and create your username and password
- Once logged in you will create your account
- Fill out the information under Company (for any fields that you don't have information for type in N/A)
- Fill out the information under Property & Development (for any fields that you don't need type in N/A)
- Create a project and upload all applications and plans. You can either upload all pages as a single file, or you can upload individual pages. *Please note:* you can upload multiple files/pages to a single project.
- When finished uploading click Submit *If you do not complete this step, reviewers will not see your submittal.*

Submitting plans if you have an account on EPS:
- Log in to the website: https://www.horrycountysc.gov/departments/planning-and-zoning/plan-submittal/
- Create a project and upload all applications and plans. You can either upload all pages as a single file, or you can upload individual pages. *Please note:* you can upload multiple files/pages to a single project.
- When finished uploading click Submit.

To resubmit plans, follow the instructions above.

Once plans have been reviewed an expediter will upload the plans with comments to your EPS project and send a notification to the email listed under Company. You may then log in to EPS and download your plans.