

Berkeley County Expedited Development Review Services Framework

This matrix serves as a guide only. Please refer to Chapter 59, The Land Development and Subdivision Regulations, for additional information/requirements and contact the Planning and Zoning Department at 843.719.4095 should you have any questions.

Single-Site Development (Site) Plans

Eligibility Requirements	Staff Expectations	Applicant's Expectations	Fees
<ul style="list-style-type: none"> • Unincorporated Berkeley County only; • Joint Plan Review (JPR) is required; • Digital Submittal; • Allowed-by-right/conditional use; • Development does not implicate Floodplain or Flood Hazard Areas, Special Protection Areas, or Wetlands, unless exempted by the County Engineer or designee; • No master-planned drainage system installations; • TIA, when required, prepared and submitted prior to or with submittal; • No off-site infrastructure improvements or ROW/easements acquisition/land subdivision required. 	<ul style="list-style-type: none"> • Upon receipt of complete submittal, Department has 2 business days to verify eligibility and determine if staff or third-party review is applicable; • Initial Departmental Review: 15 biz days upon receipt of a completed submittal/payment of applicable fees; • Review of Resubmittal: 5 business days upon receipt of a complete resubmittal. • Final Approval: 3 business days upon receipt of final plans set • Unless Applicant agrees to an extension, should Staff fail to meet expedited deliverables, Applicant will receive full monetary refund of expedited fees paid. 	<ul style="list-style-type: none"> • Once confirmation of eligibility is received, Applicant has 2 business days to pay applicable fees; • Upon receipt of comments from all Departments engaged in review, applicant shall have 5 business days to resubmit a revised/final submittal and any necessary outstanding information – unless an extension is granted by the Administrative Officer. • ** Expedited review services apply to the first two plan reviews. Any subsequent required reviews are subject to the standard plan review fees and review times for non-expedited plans review. 	<p>\$2,500 + Typical Plan Review Fees (Per Submittal and Per Department)</p> <p>OR</p> <p>*3rd Party Review Costs + 15%</p> <p>* If it is determined that County staff may be unable to meet the commitments, third-parties may be tasked with performing technical review with that review being checked by County staff.</p>

Preliminary and Infrastructure Construction Plans

<ul style="list-style-type: none"> • Unincorporated Berkeley County only; • JPR and Technical Review Committee (TRC) are required; • Digital Submittal; • Allowed-by-right/conditional use; • Development does not implicate Floodplain or Flood Hazard Areas, Special Protection Areas, or Wetlands, unless exempted by the County Engineer or designee; • Single development phase only; • Does not interconnect to master-planned drainage system installations; • TIA, when required, prepared and submitted prior to or with submittal; • Does not require the construction of a public water or sewer facility 	<ul style="list-style-type: none"> • Upon receipt of complete submittal, Department has 2 business days to verify eligibility and determine if staff or third-party review is applicable; • Upon receipt of payment, the Administrative Officer or designee will send to the Applicant the TRC Meeting confirmation; • Initial Departmental Review: finalized comment letter shall be issued within 3 business days following the TRC meeting in which the item was considered; • Review of Resubmittal: 10 business days upon receipt of a complete resubmittal. • Final Approval: 3 business days upon receipt of final plans set • Unless Applicant agrees to an extension, should Staff fail to meet expedited deliverables, Applicant will receive full monetary refund of expedited fees paid. 	<ul style="list-style-type: none"> • Complete submittals shall be made at least 20 business days in advance of the TRC meeting intended for Plan consideration. • Special-called TRC meeting slots are available on a first-come-first-serve basis; • Once confirmation of eligibility is received, Applicant has 2 business days to pay applicable fees; • Upon receipt of comments from all Departments engaged in review, applicant shall have 5 business days to resubmit a revised/final submittal and any necessary outstanding information – unless an extension is granted by the Administrative Officer. • ** Expedited review services apply to the first two plan reviews. Any subsequent required 	<p>\$2,500 + Typical Plan Review Fees (Per Submittal and Per Department)</p> <p>OR</p> <p>*3rd Party Review Costs + 15%</p> <p>* If it is determined that County staff may be unable to meet the commitments, third-parties may be tasked with performing technical review with that review being checked by County staff.</p>
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Final Plans			
<ul style="list-style-type: none"> • JPR required; • Digital Submittal; • Consistent with approved Preliminary Plan; • Lot sizes/densities supported in the underlying Zoning District; • Subdivision improvements constructed/verified to County's satisfaction or financial guarantees have been received and concurred to prior to submittal; • No reliance on off-site infrastructure/utility/drainage connections that have not yet been formally dedicated and recorded at the Register of Deeds; • No conveyance of land for publicly-maintained facility, unless legal documentation has been received or concurred to prior to submittal; 	<ul style="list-style-type: none"> • Upon receipt of complete submittal, Department has 2 business days to verify eligibility and determine if staff or third-party review is applicable; • Initial Departmental Review: 15 biz days upon receipt of a completed submittal/payment of applicable fees; • Review of Resubmittal: 5 business days upon receipt of a complete resubmittal. • Final Approval: 3 business days upon receipt of final plans set. • Unless Applicant agrees to an extension, should Staff fail to meet expedited deliverables, Applicant will receive full monetary refund of expedited fees paid. 	<ul style="list-style-type: none"> • Once confirmation of eligibility is received, Applicant has 2 business days to pay applicable fees; • Upon receipt of comments from all Departments engaged in review, applicant shall have 5 business days to resubmit a revised/final submittal and any necessary outstanding information – unless an extension is granted by the Administrative Officer. • **Expedited review services apply to the first two plan reviews. Any subsequent required reviews are subject to the standard plan review fees and review times for non-expedited plans review. 	<p>\$2,500 + Typical Plan Review Fees (Per Submittal and per Department)</p> <p>OR</p> <p>*3rd Party Review Costs + 15%</p> <p>* If it is determined that County staff may be unable to meet the commitments, third-parties may be tasked with performing technical review with that review being checked by County staff.</p>

Building Permits

<ul style="list-style-type: none"> • Residential Building Permit Applications: No more than five (5) expedited residential building permit applications shall be submitted by Builder per week. • Commercial Building Permit Applications: When an accompanying Single-Site Development Plan is required to be reviewed by any of the departments engaged in concurrent plans review, it shall be approved prior to making an application or deemed eligible and accepted for expedited development plans review, as established in Chapter 59, concurrent with the building permit application. 	<ul style="list-style-type: none"> • Upon receipt of complete submittal, Building and Codes Department has 2 business days to process the application or notify the applicant of any deficiencies • Once a complete RESIDENTIAL building permit application is processed, the review turnaround for an initial or revised submittal is five (5) business days and three (3) business days for a resubmittal. • Once a complete COMMERCIAL building permit application is processed, the review turnaround for an initial or revised submittal is fifteen (15) business days and five (5) business days for a resubmittal. • Unless Applicant agrees to an extension, should Staff fail to meet expedited deliverables, Applicant will receive full monetary refund of expedited fees paid. 	<ul style="list-style-type: none"> • Upon receipt of any comments, applicant has 3 business days to resubmit revisions/any supplemental materials. • Expedited building plans review services only apply to the first two plan reviews. Any subsequent required reviews are subject to the base plan review fees and standard review times for non-expedited review 	<p>Building Permit Fee:</p> <p>Two (2) times the typical administrative, building permit, and plan review fees as set forth in this Chapter and due prior to permit issuance.</p> <p>Residential Plot Plan Review Fee:</p> <ul style="list-style-type: none"> • Initial/Major Revision Submittal: \$250 • Minor Revision to Previously Reviewed or Approved (not including resubmittals to address comments): \$125
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