



**BERKELEY COUNTY PLANNING AND ZONING**  
**CHECKLIST FOR RESIDENTIAL PLOT PLAN SUBMITTALS**  
*To Be Included with Every Plot Plan Submittal*

Plan Preparer/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_  
 Address: \_\_\_\_\_ TMS# \_\_\_\_\_

PROVIDED			APPLICABLE PLOT PLAN REQUIREMENT
YES	NO	N/A	
			Plot plan is drawn to scale.
			<b>The plot plan is provided on a survey of the property, describing all known easements and rights of ways of record, or a recorded plat of the subject property is included with the permit application.</b>
			The proposed use is supported in the underlying zoning.
			<p><b>The proposed [occupiable] structure is served by an access that meets minimum access construction standards per Chapter 59, including International Fire Code requirements.</b></p> <ul style="list-style-type: none"> <li>• For proposed structures that are served by non-conforming or unimproved accesses, the access shall be improved as a Street, public or private, or Shared Travelway subject to conditions and requirements set forth in Chapter 59 for type of physical access as determined by the Administrative Officer or designee based on the number of platted lots served by the unimproved/non-conforming access before a Certificate of Occupancy (CO) or otherwise applicable authorization(s) for occupancy is issued.               <ul style="list-style-type: none"> <li>○ If the structure is served by an access that serves ten (10) or fewer lots, the access shall be improved to International Fire Code Standards (20' wide travelway with vertical clearance of 13.6 feet).</li> <li>○ If the unit is served by a street that serves 11 - 15 lots, the access may be unpaved (constructed to all weather conditions) and in a minimum width shall be 22 feet.</li> <li>○ If the structure is served by a street that serves more than 15 lots, the access is required to be paved in a minimum width of 22 feet.</li> </ul> </li> </ul> <p><i>Please note that the <a href="#">Local Fire Official</a> may be required to inspect and verify that minimum International Fire Code (IFC) access requirements are met prior to issuance of CO/similar authorizations to occupy.</i></p>
			If a dwelling is proposed, it meets applicable density requirements of the underlying zoning.
			<b>***Stormwater Compliance: Will more than a half-acre be disturbed by the proposed improvements (construction of the intended dwelling/structures, driveways/accesses, and/or other flatwork or improvements)? If so, A Single-Site Development Plan (PLSP) may be required to be submitted to the Stormwater Department for review***. Please confirm with the Planning and Zoning Department prior to building permit application submittal.</b>
			Building footprints and square footages of proposed structure(s) are shown.
			Proposed structures conform to applicable setbacks. If the subject property is located within a Planned Development (PD) District, the structure conforms to the standards of the respective PD Development Plan.
			If the subject property is a corner lot, second street frontage setbacks are met.
			If the subject property contains an ingress/egress easement, applicable setbacks are measured from the edge of the easement.
			If the subject property is intersected by or within 30' from a drainage easement that contains an open drainage ditch and/or stormwater pond (excluding swales), the primary structure setback will be held to the 30' open drainage setback (O.D.S).
			Proposed flat work, buildings, and other impervious covered areas (existing and proposed) are within the impervious coverage threshold which varies by zone. The Builder/Preparer shall note impervious surface area metrics on the plot plan (unless impervious coverage can be quickly/easily computed).
			Height requirements are met (as shown on architectural drawings).
			If an accessory structure is proposed, it is sited to the side or rear yard and compliant with applicable accessory structure setbacks unless a variance has been issued by the BZA, or the subject property is contained in the Flex-1 District and conforms to the conditions to permit the accessory structure in front of the primary dwelling.
			Verification that accessory structures, existing and proposed, meet 65% threshold when applicable, excluding agricultural uses and uses located on parcels one (1) acre in size or larger for parcels zoned Flex-1, R1-R, R2-R, R2-R(F), and R-15.



**BERKELEY COUNTY PLANNING AND ZONING**  
**CHECKLIST FOR RESIDENTIAL PLOT PLAN SUBMITTALS**  
*To Be Included with Every Plot Plan Submittal*

Plan Preparer/Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ TMS# \_\_\_\_\_

			If an accessory guesthouse or garage apartment dwelling is proposed, the footprint of the accessory dwelling unit/guesthouse shall not exceed 25% of the square footage of the principal dwelling, not to exceed 850 SF.
			Driveways on corner lots are located at least 40 feet from the point of intersection of the nearest street <u>right-of-way lines</u> .
			The placement of driveways will not conflict with any known utilities or drainage facilities.
			The intended dwelling is served by a 2-car driveway that is a minimum of 18' x 18'.
			The limits of the subject parcel are accurately shown and consistent with the recorded subdivision plat (or depicted with reasonable certainty to verify that setbacks and other dimensional standards are met).
			No improvements encroach into known utility, roadway, or drainage easements or rights of way without applicable encroachment permit(s) issued by or concurrence from the applicable agency responsible for maintenance of said easements.
			If it is the intent to construct pools, structures, flat work, etc. within a drainage easement, public or private, the applicant would need to hire an engineer and redesign the neighborhood's drainage system through coordination with and concurrence from the HOA, prepare a drainage study for the entire neighborhood to ensure no adverse impacts and adequate Stormwater management, obtain consent from all affected property owners, construct any modifications, secure any additional easements, and abandon any easements as necessary. The Stormwater drainage plan would be required to be reviewed and approved by the County's Stormwater Department, any new conveyances constructed, new easements platted/old easements abandoned before the permit can be issued.
			No physical improvements encroach into any areas encumbered by overhead power lines without concurrence from the applicable electric utility.
			Unit separation is met (15' between dwelling units if multiple dwellings on parcel).
			If the subject property is located in the Pimlico Community, the Pimlico Overlay District standards are met.
			Verification that the proposed structure(s) does not conflict with covenants/deed restrictions, and authorization of the Covenant Affidavit included in the building permit application.
			The plot plan accurately illustrates existing improvements as ascertained from aerial imagery and property card.
			If Street Trees are required, they are shown on the plot plan with applicable notes regarding placement in the field.
			Sidewalks required within the adjoining ROW are shown and dimensioned to 5' in width.
			Any known easements are shown.
			North arrow is shown.
			Adjoining street names are shown with right-of-way width noted.
			The structure meets flood zone requirements, as applicable
			Any applicable documentation/information deemed necessary by the Plan Reviewer to demonstrate compliance
			The structure is served by adequate access, potable water, sanitary sewer