

## ENGINEERING DEPARTMENT

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## PLANNING AND ZONING DEPARTMENT

Alison Simmons, AICP, Director

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# MEMORANDUM

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**To:** *The Development Community*

**Re:** *Third-Party Review Now Available*

**From:** *Russ Cornette, PE, County Engineer; Alison Simmons, AICP, Planning and Zoning Director*

**Date:** *April 25, 2024*

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As one of the fastest-growing counties in the Nation, Plans Reviewers in the Departments of Planning and Zoning and Engineering are faced with a significant workload. With over 200 development submittals in the queue for review and constrained staff resources, the review timeline can be protracted and, in turn, frustrating for all parties involved.

To boost efficiency and better respond to increasing demands for development review services, County Council adopted an Ordinance that created a new process for review, [Third-Party Review \(TPR\)](#). To further streamline and simplify review, requirements for review by Technical Review Committee (TRC) have been eliminated.

The new Third-Party Review (TPR) process is available for development submittals that are subject to Coordinated Departmental Review among the Departments of Planning and Zoning, Engineering/Stormwater, and Berkeley County Water and Sanitation. Unlike the former "expedited review" process, there are no exclusions for participation!

### **Third-Party Review (TPR) Submittal Types:**

- Single Site Development (Site) Plans (PLSP)
- Preliminary/Infrastructure Construction Plans (PLPR)
- Final Plans (PLFP)

Berkeley County has eight (8) consulting firms under contract to conduct technical reviews and will be engaged and assigned projects on a rotating basis. Applicants will be required to pay the regular plan submittal fees as well as the fees associated with TPR per submittal.

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Once a submittal is received for Third-Party Review, the Third-Party Review consultant has three (3) business days to develop a proposal that contains review turnaround and cost expectations.

Once an authorization to proceed is issued to the Third-Party Review (TPR) consultant, the plans, including subsequent resubmittals seeking to address comments, are required to be reviewed in the same process as the initial submittal and by the same consulting firm.

The Ordinance established specific times for the TPR consultant to return comments to County staff, and specific times for County staff to conduct the quality control review of the TPR consultant's findings. These times are dependent on the size of the project as shown below:

TPR Review Turnaround Based on Project Acreage					
Less than or equal to 9.99 Acres		10 – 199.99 Acres		200+ Acres	
Third-Party Consultant	County Project Manager	Third-Party Consultant	County Project Manager	Third-Party Consultant	County Project Manager
15 business days	5 business days	20 business days	10 business days	30 Business Days	15 Business Days
<i>*If, due to extenuating circumstances, site characteristics, and/or complexities, the Third-Party Review consultant may request additional time to conduct the review in the initial proposal for the applicant's consideration. In such case, the applicant can determine whether to proceed with third-party review.</i>					

The Engineering Department has developed a cursory checklist for plan reviews, which is enclosed. The checklist will require Applicants to conduct internal quality control reviews on plan sets and drainage reports before they are submitted. The checklist will be used by County staff prior to beginning a full detailed review. If any items are not addressed on the cursory checklist, the plans will be rejected, and the items missed will be required to be addressed a full detailed review will be conducted. This is in effort to ensure the County is receiving quality submittals, to minimize staff's time of generating copious amounts of comments unnecessarily, and issue approvals sooner.

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Berkeley County is updating the development warranty process. Unless a development has an existing development agreement or planned development with language addressing their warranty and platting process, developments will be required to go under warranty prior to final plat approval and the issuance of building permits.

To obtain additional information about the new TPR process, please visit the Berkeley County Development Review Services page, accessible by the QR Code to the right, and select the icon entitled, *Third Party Review (TPR) Services*.



We encourage you to take advantage of TPR to expedite the plan review process and look forward to working with you!

Sincerely,

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Russ Cornette, PE  
County Engineer, Engineering

Alison Simmons, AICP  
Director, Planning and Zoning

## **Engineering Plan Review Cursory Checklist**

- 1. Is a SWPPP included?
- 2. Is the disturbed area clearly defined and/or delineated on all plan sheets other than Existing Conditions and Site Plan sheets?
- 3. Are existing and proposed contours shown?
- 4. Are flow arrows present showing runoff directions on the Existing Conditions and Drainage Plan sheets of the site plans?
- 5. If applicable, check to see if "Berkeley County Roads & Drainage Review Checklist" has been completed, i.e. boxes checked.
- 6. Is there a project narrative and does it include all project TMS numbers, the Total Area, the Disturbed Area and the impacted rights-of-way?
- 7. For non-linear land disturbance of 5-10 acres, is a two-phase stormwater management and sediment and erosion control plan included?
- 8. For non-linear land disturbance >10 acres, is the three-phase stormwater management and sediment and erosion control plan included?
- 9. Do sites disturbing over ½ acre have temporary and permanent water quality and quantity BMPs?
- 10. If no permanent water quality BMP is proposed, is a detention waiver included?
- 11. Are sediment and erosion control BMPs shown?
- 12. Is there a description of maintenance and a maintenance schedule?
- 13. Does Total Area, Disturbed Area, and Impervious area match on the portal, site plans, CSWPPP, NOI and CAA?
- 14. Are wetlands delineated?
- 15. For projects over 10 acres, do sediment calculations meet 80% trapping efficiency?
- 16. Is stormwater system connectivity clearing defined, including outfalls?
- 17. Are stormwater calculations included?
- 18. Is legend clearly defined, and does legend include all symbology shown on plans?
- 19. Do elevations, pipe lengths, control structures, etc. match between the modeling calculations, drainage plan sheets and drainage profile sheets?