



PLANNING & DEVELOPMENT DEPARTMENT

COMMERCIAL SITE PLAN REVIEW APPLICATION

Business Information

Name of Business Entity: _____

Applicant/s Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Telephone: _____

Fax: _____ Email: _____

Project Information

Property Owner's Name: _____ Telephone: _____

Site Plan Address: _____

City: _____ State: _____ Zip Code: _____

Type of Business/Project: *(Please provide a complete description of any and all commercial activities and/or uses being conducted on the proposed site plan)*

Tax Parcel Number: _____ Zoning: _____ Acreage: _____

Water and Sewer Service Provided By: _____

Affidavit

Under penalties of perjury, I certify to the best of my knowledge that the information given in this Application is both true and correct. It is expressly understood that the issuance of any County permit upon approval of this Application does not relieve me of my responsibility to comply with and adhere to all applicable federal, state, and local laws. I further understand that I am subject to the provisions of the Business Registration Ordinance No. 06-10-31 of Aiken County, South Carolina requiring any and all business entities, including nonprofit organizations, to register with the Aiken County Tax Collector's Office. Failure to comply with the foregoing provisions is a misdemeanor, which may result in a fine of \$500.00 and/or imprisonment up to thirty (30) days for each violation.

Signature of Applicant

Date

Stephen Strohminger, AICP
Director



1680 Richland Avenue West
Suite 130
Aiken, SC 29801
Phone: (803) 642-1520
Fax: (803) 642-7587

PLANNING AND DEVELOPMENT DEPARTMENT

SITE PLAN CHECK LIST

When submitting a commercial site plan for review, please submit 7 copies of the plan as required. In addition, your commercial site plan must include the following:

- _____ Lot Size – width, depth, shape, grade, orientation to streets.
- _____ Surrounding property uses---residential, commercial, vacant, etc.
- _____ Building Setbacks---front, side, and rear setbacks
- _____ Landscaping, Bufferyards, & Fences---all plant material and/or fence must be shown
- _____ Tax Parcel Number
- _____ Site Map
- _____ Developers name & contact information
- _____ Date site plan was drawn
- _____ Scale of plan
- _____ Number of parking spaces, & handicap
- _____ Utility Providers---water, sewer, & electric
- _____ Number of apt./residential units (if applicable)
- _____ Location of exterior lights
- _____ Location of existing/proposed sign
- _____ For churches & restaurants---number of seats in each
- _____ Drainage calculations---3 sets



PLANNING AND DEVELOPMENT DEPARTMENT

GENERAL COMMERCIAL DEVELOPMENT INFORMATION

Land Management Regulations (LMR) Permit

In accordance with Chapter 24, Land Management Regulations (LMR) of the Aiken County Code of Ordinances, a commercial site plan must be approved and an LMR Development Permit issued prior to commencing any development activities, including any improvements, within Aiken County. All developers and property owners must submit a complete application and all associated documentation to include the following: a copy of the recorded plat from the Aiken County Register Mesne Conveyance (RMC) Office located at 828 Richland Avenue West, Aiken, South Carolina, seven (7) copies of a site plan, and appropriate review fee.

Site Analysis

In an effort to comply with applicable federal and state laws, Aiken County requires a site analysis to be conducted to address certain design standards that preserve natural features on properties within its jurisdiction thereby minimizing potentially negative or hazardous impacts. Any information concerning protected wetlands, wildlife, flood plain areas, and/or historic landmarks must be indicated on the site plan. Please refer to the following government agencies and departments for further information:

SC Department of Health and Environmental Control (803) 641-7671	Wetland Information
Aiken County Building Codes Division (803) 642-1518	Flood Plain Information
Federal Emergency Management Agency (FEMA)	
SC Department of Natural Resources Aiken County - (803) 641-7725 Columbia - 803-734-4007 DNR-Boating- (800) 922-5431 Game Warden -(803) 259-7900	Endangered Wildlife Information
SC Department of Archives & History (803) 896-6100	Historic Structures & Sites
SC Archeology- (803) 777-8170	Archeological Sites
SC Department of Transportation- (803) 641-7665	

If any of these conditions are determined to exist, a statement shall be placed on the site plan by the developer or applicant indicating such existence.

Setbacks

The site plan should be a picture of the finished product, to include the building, parking area, bufferyards, etc. Building setbacks, based on the zoning classification of the property, are to be shown on the site plan. (See Example Site Plan attached)

Bufferyards

Depending on adjacent property uses, bufferyards with plant materials may be required. If the property has existing vegetation, indicate it on the site plan, it may be used to serve towards the required buffer. There is a mandatory front buffer with a minimum depth of five (5) feet and a maximum depth of ten (10) feet. The deeper the bufferyard, the fewer number of plants will be required. All bufferyards and plant materials should be shown on the site plan with a legend indicating the number, type, and size during installation. Specific bufferyard requirements are contained in Article 5, Tables 3 and 4, Chapter 24 Land Management Regulations (LMR) of the Aiken County Code of Ordinances.

Parking

Table 1-B of the LMR dictates the number of parking spaces required depending on the commercial use specified by the North American Industry Classification System. Please indicate on the site plan the location of the parking area and whether the parking area is to be left unpaved, paved or graveled. Also, pay close attention to certain parking lot requirements, such as handicapped spaces, landscaped islands, and surfacing material within the parking lot where applicable.

Curb Cuts/Driveways

For any new curb cuts (driveways) along State roads, you must obtain an encroachment permit from SCDOT (South Carolina Department of Transportation) and a copy must be submitted for the permanent file. SCDOT can be reached at (803) 641-7665.

Utility Providers

The site plan must indicate the utility providers to include water, sewer, and electric. Also, if lighting is planned in the parking area or within the compound, the lamp locations must be shown on the plan. If the project is within 1,500 feet of a utility service, the project must tie into the system.

Drainage Calculations

Pursuant to the Federal Storm Water Management Act and Chapter 19-6 of the Aiken County Code of Ordinances, professional drainage calculations will be required for certain land disturbing activities involving more than one (1) acre or parcels containing greater than fifty (50) percent of impervious surface. The County Engineer will review each site plan for storm water runoff to determine whether professional drainage calculations are necessary. If you have questions or need additional information concerning storm water, please contact the Aiken County Engineering Department at (803) 642-1535.

Airport Overlay District

A statement whether the property is within the Airport Overlay District must be provided on the site plan.

HCO District

Effective 03/20/07, County Council adopted the Highway Corridor Overlay District (HCO) as part of the Land Management Regulations to include specific roadways in the District that require additional development standards. Generally, these standards are intended to preserve the unique nature of the commercial development within the HCO and do not apply to properties being used for residential purposes. However, should the use of a residential property change to a commercial use, the HCO District regulations will be applicable to the site. The following roadways have been incorporated into the HCO:

1. S-19 (Whiskey Road) from Boardman Road to the New Ellenton City Limits
2. S-123 (Atomic Road) from US-1 to the North Augusta City Limits.
3. S-230 (Martintown Road) from US-1 to the North Augusta City Limits
4. S-126 (Belvedere Clearwater Road) from US-1 to US-25.

5. US-25 (Edgefield Road) from the North Augusta City Limits to the Edgefield County Line.
6. US-1 (Jefferson Davis Highway) from the Savannah River to S-125 (Atomic Highway).
7. S-936/SC-302 (Silver Bluff Road) from Whiskey Road to Richardson's Lake Road.

National Pollution Discharge Elimination System (NPDES) Permit

For certain industrial and commercial developments, an NPDES Permit issued by DHEC must be submitted with the application before approval can be obtained. Please contact DHEC at (803) 642-1637 for more information.

Sign Permits

If signage is proposed, a sign permit must be obtained prior to the erection of any sign. Applications for signs are available from the Planning and Development Department.

Commercial Building Permit

You may apply for a building permit simultaneously, but your building permit will not be issued until an LMR permit has been issued after site plan approval. Building permit applications also are available in the Planning and Development Department. If you have building code questions, please contact the Building Official, Rick Hallman, or the Commercial Inspector, Dan McElroy, at (803) 642-1518.

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PLANNING AND DEVELOPMENT DEPARTMENT

AIKEN COUNTY LAND MANAGEMENT REGULATIONS
FUNCTIONAL PERFORMANCE STANDARDS

Section 24-3.3 Manufacturing, Commercial, and Other Nonresidential Uses

The following performance standards are designed to ensure that all permitted manufacturing, commercial, and other nonresidential uses listed in Table 1, Permitted Uses, produce no injurious or obnoxious elements related to the operation of such uses beyond the premises.

Please indicate whether the following standards apply by checking the appropriate space below.

(1) Vibration: **Applicable** _____ **Not Applicable** _____

No vibration shall be produced which is transmitted through the ground and is discernible without the aid of instruments at any point beyond the lot line; nor shall any vibration produced exceed the following particle velocity levels, measured with a vibration monitor in inches per second at the nearest:

- a) Residential property line: 0.02
- b) Nonresidential property line: 0.10

Vibration emanating from construction activities between 7:00 a.m. and 9:00 p.m. shall be exempt from these regulations.

(2) Fire and explosives: **Applicable** _____ **Not Applicable** _____

All activities and all storage of flammable and explosive materials shall be provide with adequate safety devices against the hazards of fire and explosion, including adequate firefighting and fire suppression equipment, as prescribed in the International Building Codes.

(3) Noise: **Applicable** _____ **Not Applicable** _____

All noise shall be muffled so as not to be objectionable due to intermittence, beat frequency or shrillness. In no event shall the sound pressure level of noise radiated

continuously from a facility exceed at the lot line the values given in Tables III and IV in any octave band or frequency. Sound pressure level shall be measured with a sound level meter and an octave band analyzer that conform to specifications published by the American Standards Association.

Frequency Band (Cycles Per Second)	Sound Pressure Levels (In Decibels)	
	At Residential Lot Line	At Non-Residential Lot Line
0 – 75	72	79
75 – 150	67	74
150 – 300	59	66
300 – 600	52	59
600 – 1200	46	53
1200 – 2400	40	47
2400 – 4800	34	41
4800 – 10000	32	39

(4) Air pollution: Applicable _____ Not Applicable _____

The emission of visible smoke, dust, dirt, fly ash, particulate matter from any pipes, vents, or other openings, or from any other source into the air, shall comply with the regulations of the South Carolina Department of Health and Environmental Control.

(5) Odor: Applicable _____ Not Applicable _____

When an industrial plat is operating at close to maximum production the odors emissions, measured at the property line, shall not exceed a D/T (Dilution Threshold) of 100. Odor samples shall be taken and tested by an independent, qualified, odor-testing laboratory using ASTM (American Society of Testing and Materials) method of E79-91.

(6) Glare: Applicable _____ Not Applicable _____

There shall be no direct or sky-reflected glare, whether from floodlights, high temperature processing, combustion, welding or otherwise, so as to be visible in any residence.

(7) Fumes and vapors: Applicable _____ Not Applicable _____

There shall be no emission of any fumes or vapors of a noxious, toxic, or corrosive nature, which can cause damage or irritation to health, animals, vegetation, or to any form of property.

(8) Heat, cold, dampness or movement of air: Applicable ____ Not Applicable ____

Activities which would produce an adverse impact on the temperature, motion, or humidity of the atmosphere beyond the lot line shall not be permitted.

(9) Toxic matter: Applicable _____ Not Applicable _____

The applicant of a permit for any facility which would utilize toxic matter in the process of manufacturing, fabricating, assembling, packaging, or any related activity, shall provide with the application a certificate from the South Carolina Department of Health and Environmental Control, indicating compliance with the rules and regulations of such agency.

(10) Exterior Illumination: Applicable _____ Not Applicable _____

All outdoor light fixtures shall be fully shielded and installed in such a way that no light is emitted above a horizontal plane running through the lowest part of the fixture. Low-pressure sodium should be used wherever possible. The pattern of light pooling from each light source shall be carefully considered to avoid throwing light onto adjacent properties. Light sources visible in residential or medical areas shall not exceed 0.1-foot candles. Light sources visible in other areas shall not exceed 0.5-foot candles. Measurements shall be in a vented plane at the property line.

(11) Compliance guarantee

The applicant of a permit for any manufacturing or processing plant or commercial or other nonresidential use which could produce any of the above "injurious or obnoxious elements" shall acknowledge in writing his or her understanding of the performance standards applicable to the proposed use and shall submit with the permit application an agreement to conform with such standards at all times. Any violation of the agreement shall constitute a violation of this chapter and shall be treated accordingly. Enforcement of this agreement may be precipitated by complaint from any person allegedly aggravated by failure of the industrial use to comply with the provisions of this section. Where there is a potential problem in meeting any one of the performance criteria in this section, the applicant shall be required to mitigate to the satisfaction of the development official any potential adverse impacts of such operation and/or request a variance before the board of appeals, in accord with the provisions of Article 10.

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PLANNING AND DEVELOPMENT DEPARTMENT

AIKEN COUNTY FUNCTIONAL PERFORMANCE STANDARDS
COMPLIANCE GUARANTEE FOR MANUFACTURING, COMMERCIAL, &
NONRESIDENTIAL USES

This is to acknowledge that I, _____, as
{ } Owner { } Executive Officer of _____
(business name) have been provided a questionnaire concerning Chapter 24, Section 3.3 of the
Land Management Regulations, Aiken County Code of Ordinances, which requires that certain
performance standards governing manufacturing, commercial, and other nonresidential uses are
designed to prevent potential injurious or obnoxious elements related to such operations from
extending beyond the premises. I understand the requirements of said provisions of Section 3.3
of the Aiken County Code, that have indicated the specific functional performance standards, if
any, which are applicable to my proposed development, and agree to conduct the business located
at _____ (address) in
compliance with such applicable standards at all times. I also understand that any violation of
this Guarantee shall constitute a violation of Section 3.3, Land Management Regulations, and
shall be treated accordingly, unless and until remedied to the satisfaction of Aiken County.

Date

Owner/Executive Officer

Name (printed)

Sworn to me before this _____
day of _____, 20__.

Notary Public of: _____
My Commission expires on: _____

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PROPERTY OWNER PERMISSION AFFIDAVIT

NOTE: If the applicant is not the owner of the property, this Affidavit must be completed by the applicant and property owner, or a copy of the lease agreement must be submitted.

I, _____ have knowledge of and agree to allowing
(Property Owner)

_____ to use the property located at:
(Applicant)

_____ (Street Address) _____ (City, State, & Zip Code)

_____ to be used as _____
(Tax Parcel Number) (Type of use and/or business name)

Property Owner's Signature

Applicant's Signature

Printed Date

Printed Date

Witness

Witness



**STORMWATER MANAGEMENT PERMIT APPLICATION
FOR LAND DISTURBING ACTIVITIES (NOI) ON
PROJECTS LESS THAN ONE ACRE.**

Date: _____ Project Description/ Site Name: _____

I. Project Information

Project Owner (Company or person): _____
Permit Contact (if owner is company): _____ Company EIN: _____
Mailing Address: _____ City: _____ State: _____ Zip: _____
Phone: (Day) _____ (Cell) _____ (Fax) _____

II. Property Information

A. Site Location (street address, nearest intersection, etc.): _____
City/Town (if in limits): _____ Tax Map # (list all): _____

III. Site Information

A. Disturbed area (to the nearest tenth of an acre): _____ acres Total area: _____ acres
B. Is this project part of a Larger Common Plan for Development or Sale (LCP)? Yes No
If yes, and the total disturbed area of this project and the LCP is equal to or greater than one acre then you must apply for permit coverage under the NPDES General Permit SCR100000.
C. Start Date (MM/DD/YYYY): ____/____/____ Completion Date: ____/____/____
D. Is this NOI being submitted in response to a Notice to Comply issued by S.C. DHEC or Aiken County? Yes No
E. Type of Activity (check all that apply):
Commercial Residential: Single-family Linear (Roads, utility lines, etc.) Other:
Institutional Residential: Multi-family Site Preparation (No new impervious) _____
F. Are there any flooding problems downstream or adjacent to this site? Yes No _____

IV. Waterbody Information

A. Nearest receiving waterbody(s): _____ Distance to this waterbody (feet): _____

V. Signatures and Certifications: DO NOT SIGN IN BLACK INK!

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I hereby certify that all land-disturbing construction and associated activity pertaining to this site shall be accomplished pursuant to and in keeping with the terms and conditions of the approved plans and SCR100000. I also certify that a responsible person will be assigned to the project for day-to-day control. I hereby grant authorization to the Department of Health and Environmental Control and/or the local implementing agency the right of access to the site at all times for the purpose of on site inspections during the course of construction and to perform maintenance inspections following the completion of the land-disturbing activity. (See Section 122.22 of S.C. Reg. 61-9 for signatory authority information.)

Printed name of Project Owner/Operator

Signature of Project Owner/ Operator

Date



**AIKEN COUNTY TAX COLLECTOR
APPLICATION FOR BUSINESS REGISTRATION**

Kimberly Halcomb, Tax Collector
(803) 642-2081
(803) 502-1331 fax

828 Richland Ave. W.
PO Box 873
Aiken, SC 29802-0873

County Registration No. _____

Year: **2012**

.....
Business Information

Name of Business: _____

Mailing Address: _____ City _____ State _____ Zip _____

Business Location: _____ City _____ State _____ Zip _____

Telephone No. _____ E-Mail Address: _____

Property File No. _____ or County Jurisdiction No. _____

Type of Ownership: _____ Date Opened _____

Type of Business: Please describe in detail products or services provided.

.....
Owner Information

Name: _____

Address: _____ City _____ State _____ Zip _____

Telephone Number: () _____

All Business Registrations are due by July 1st and expire December 31st of each year

I understand that issuance of a County Business Registration does not relieve me of the responsibility of meeting all county zoning and building code requirements, and that I am subject to all provisions of the Business Registration Ordinance No. 06-10-31 of Aiken County.

I certify that the information given in this application is true, that the Real Estate and Merchant taxes due and payable to the County have been paid.

Owner or Authorized Representative

Title

Failure to Comply is a misdemeanor and you may be fined up to \$500.00 and/or imprisonment for not more than thirty (30) days for each violation.

EROSION AND SEDIMENT CONTROL FOR HOME BUILDER



Erosion is a costly problem

Eroding construction sites are a leading cause of water quality problem in South Carolina. For every acre under construction, about a dump truck and a half of soil washes into a nearby lake or stream unless the contractor uses erosion controls.

Problems caused by this sediment includes:

Local Taxes or Fees- Cleaning up sediment in street, storm drains and ditches adds extra cost to county budget.

Dredging- The expense of dredging sediment from lakes, and detention ponds is a heavy burden for both the County and private property owners.

Lower property values- Neighboring property values are damaged when a lake or stream fill with sediment. Shallow areas encourage weed growth and create boating hazards.

Poor fishing- Muddy water drives away fish that rely on sight to feed. As it settles sediment smother gravel beds where fish like small mouth bass find food and lay their eggs.

Nuisance growth of weeds and algae- sediment carries fertilizer that fuel algae and weed growth.

Preserving Existing Vegetation

- Wherever possible, preserve existing trees, shrubs and other vegetation.
- To prevent root damage, do not grade, place soil piles, or park vehicles near trees marked for preservation.
- Place plastic mesh buffer/tree save barriers around trees at drip line, to protect the root area below their branches

Controlling Erosion and Sedimentation

Erosion control is important for all construction sites. The material needed are easy to find and relatively inexpensive- silt fence, stakes, rock slope drains grass seed, mulch or geo-textiles. Putting these materials to use is a straight forward process. Only a few controls are needed on most sites, however all erosion controls must be maintained daily.

- Use of a silt fence
- Use of a construction exit
- Temporary mulching / grassing
- Slope drains on all vertical slopes
- Rip rap at the outflow end of all storm drain and basins shall be installed.

Penalties

- Court imposed penalties for violations carry a maximum fine of \$1000 and/or up to 30 days in jail.

Soil piles

- Locate away from any down slope, street, driveway, stream, lake, wetland, ditch, or drainage way.
- Stabilize with mulch and /or vegetation. Temporary seed such as annual rye or winter wheat is recommended for topsoil piles.

State Water Buffers

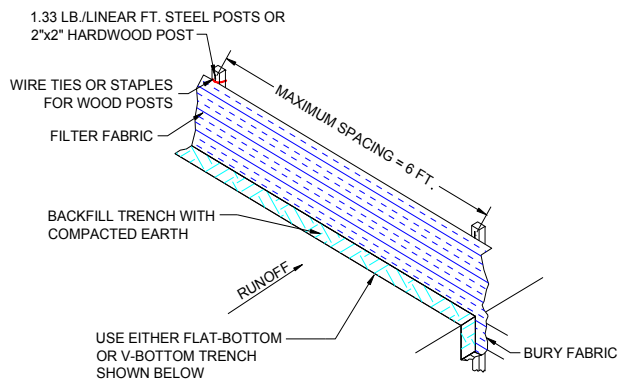
- Land disturbing (clearing, grubbing or grading) within 50 feet of the banks of ALL creek, streams, ponds, lakes, and wetlands must have two rows of state approved silt fence 10 feet apart with steel post spaced a maximum 6-feet centers with wire backing.

Sediment Cleanup

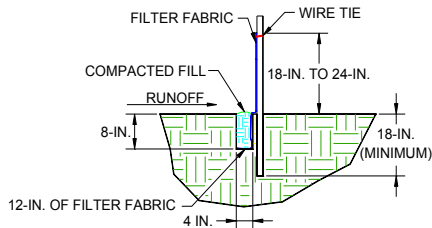
- By the end of each work day, sweep or scrape up soil tracked onto the road. Stabilize with mulch and/or vegetation on all areas at finish grade while maintaining normal erosion controls.

Silt Fence

- Install prior to land disturbance
- Install on down slope side of site parallel to contour of land.
- Extend ends up slope enough to allow water to pond behind fence.
- Bury fabric/silt fence in trench 8 inches deep with 4 inch lip.
- Leave no gaps. Overlap section of silt fence, or twist ends of silt fence together.
- Inspect and repair daily. Remove sediment if deposits reach half the fence height.
- Use 2 rows of state approved silt fence adjacent to state waters, lakes, wetlands, and streams.



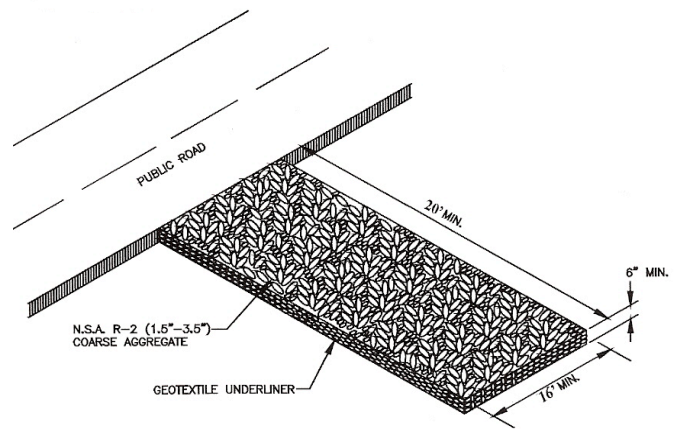
SILT FENCE INSTALLATION



FLAT-BOTTOM TRENCH DETAIL

Home Building Construction Entrance/Exist Pad

- Install a construction Entrance/Exist Pad using 1.5 to 3.5 inch diameter aggregate.
- Lay stone 6 inches thick, at least 20 feet long from the back of curb or edge of pavement, and a minimum 16 feet wide.
- Use geo-textile underliner for entire pad.
- Use to prevent tracking mud onto the road by all vehicles.
- Must be maintained daily throughout construction.



All Home Builder / Owners involved in residential construction in Aiken County must fill out and sign a Notice of Intent (NOI). This NOI is required by Aiken County and the Department of Health and Environmental Control (DHEC).

REQUIRED IN BUFFER YARDS

Evergreen/Conifer Trees ▲

Shrubs ●

Canopy Trees ▲

Understory Trees ◆

EXAMPLE

Zoning Classification: RUD

Tax Parcel Number 000-00-00-000

Utility Providers: Water

Sewer

Electricity

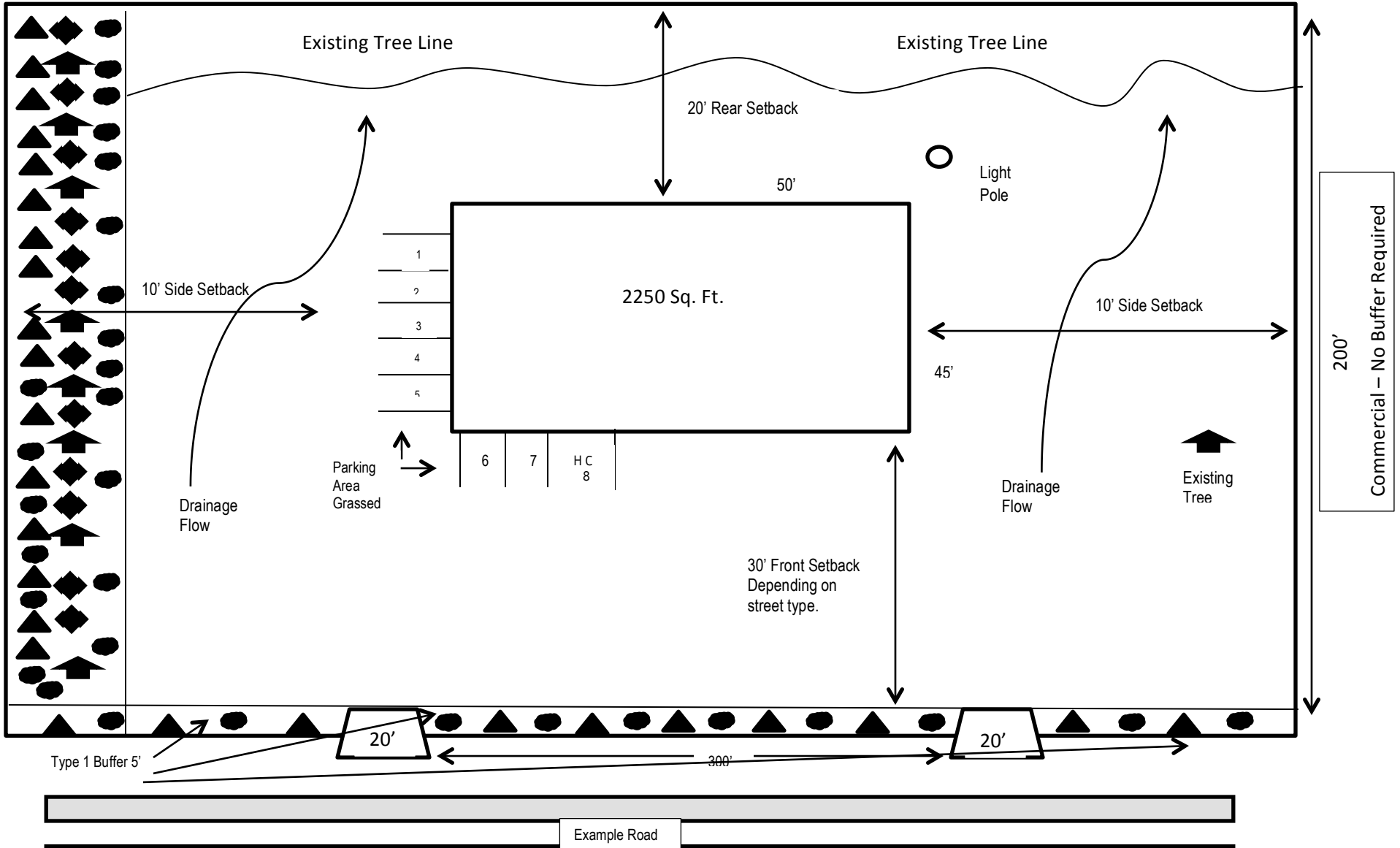
Number of Parking Spaces: _____

Name of Project: _____

Type 2 Buffer 10'

VACANT LOT
No buffer required

Residential Type 2 Buffer
For 10 Feet



200'
Commercial – No Buffer Required