

LANCASTER COUNTY, SOUTH CAROLINA
LAND DEVELOPMENT REGULATIONS

LAND DEVELOPMENT APPLICATION PROCEDURE

1. Contact the Lancaster County Joint Planning Department to obtain a copy of the Lancaster County Land Development Regulations and a sketch plan application form.
2. Go to the Environmental Health Department division of DHEC to schedule perk tests, determine lot layout, and to get preliminary approval to construct individual septic systems.
3. Go to the county or city water service district to get a plan for the water system and/or note the location of private wells.
4. If you plan to disturb more than 2 acres, you should contact the Land Resources office in Columbia and ask for an erosion control permit.
5. Prepare a sketch plan in accordance with the requirements and standards outlined in Section 13.8 of the Land Development Regulations.
6. Submit two (2) copies of the sketch plan to the planning department and schedule a meeting with staff. The purpose of this meeting is to discuss the proposal and here the comments of staff. The meeting will be held within 15 working days of the sketch plan submission.

If the applicant disagrees with the comments provided by the planning department staff, the applicant may request a review by the Joint Planning Commission. Notify the Planning Director of such request at least 10 working days before any regular Commission meeting. The Commission may affirm or modify the comments of staff subject to Section 13.6.1.3 of the Land Development Regulations.

7. Upon reconciliation of any concerns regarding the sketch plan, the applicant will be given the forms needed for a preliminary plan application.
8. At this point, the applicant should hire a registered surveyor to prepare the preliminary plan. The preliminary plan must be prepared in accordance with the requirements and standards outlined in Section 13.8 of the Land Development Regulations.
9. Submit five (5) copies of the preliminary plan to the planning department and pay the \$75 application fee. Planning Department staff will review the application for completeness. If the application is complete, staff will prepare a report for presentation to the Planning Commission. If the application is incomplete, staff will return the application to the applicant. Staff will not prepare a report to the Commission until a complete application is submitted.
10. The Planning Commission will review and act upon the preliminary plan application at the next regular meeting after receiving the staff report. The applicant will receive notification in writing of the Commission's action and the action will be noted on copies of the preliminary plan. If the plan is approved, the applicant will receive the forms needed for final plat application.

When a preliminary plan is approved subject to conditions, the applicant must submit revised preliminary plan exhibits within 20 working days of such approval. Construction cannot begin before approval of the preliminary plan.

Preliminary plan approval is effective for one year and may be extended for another year by the Commission (see Section 13.6.2.6 of the Land Development Regulations). Planning staff will maintain a calendar of preliminary plan expiration dates.

Decisions of the Planing Commission may be appealed to Circuit Court in and for the County of Lancaster, provided that such an appeal is initiated [within 30 days of Commission action] by the applicant or some other materially affected party. (See Section 13.6.2.5 of the Land Development Regulations.)

11. Construction of improvements may begin after approval of the preliminary plan. Coordinate road and utility construction with the Lancaster County Public Works Department and all applicable utility districts (water, sewer, gas, etc.) to ensure compliance with County standards.
12. After all improvements are complete, (or after the applicant has filed a Performance Guarantee in lieu of actual installation,) the final plat must be certified as outlined in Section 13.8.3 (o, p) of the Land Development Regulations.
13. Submit two copies of the final plat to the planning department and pay the \$75 application fee. Planning Department staff will review the final plat for completeness and render a written approval or rejection within 60 days.
14. Deliver a reproducible version of the approved final plat to the Lancaster County Clerk of Court for recording. The Clerk of Court will charge a fee to record the plat.

LAND DEVELOPMENT APPLICATION CONTACTS

ORGANIZATION:	CONTACT PERSON:
Lancaster County Planning Department 100 South Catawba Street P.O. Box 1809 Lancaster, SC 29721 Phone: (803) 285-6005 Fax: (803) 285-6007	Chris Karres, Director; Elaine Boone
DHEC - Environmental Health (Septic Tank Permits) 1833 Pageland Highway Lancaster, SC 29721 Phone: (803) 285-6901	Larry Baker or Larry Estridge
Lancaster County Water & Sewer District 1403 Kershaw-Camden Highway Lancaster, SC 29721 Phone: (803) 285-6919	Gerald White, Manager
DHEC - Environmental Quality Control (Erosion Control) 2475 DHEC Road Lancaster, SC 29720 Phone: (803) 285-7461	Joe Faris, District Engineer
South Carolina Land Resources 2221 Devine Street, Suite 222 Columbia, SC 29205 Phone: (803) 734-9100	Daniel Fairey
Lancaster County Public Works 1980 Pageland Highway Lancaster, SC 29721 Phone: (803) 283-2101	Carroll Craig
Lancaster County Clerk of Court 116 West Dunlap Street Lancaster, SC 29721 Phone: (803) 285-1581	Vernon McManus
Natural Resource Conservation District 1130 Hwy. 9 Bypass Lancaster, SC 29721 Phone: (803) 286-4455	Ann Christie
Lancaster County E-911 Addressing 100 S. Catawba Street Lancaster SC 29720 Phone: (803) 285-4488	Delores Stewart, 911 Addressing Coordinator
SCDOT 1694 Pageland Highway P.O. Box 929 Lancaster, SC 29721 Phone: (803) 283-3397	Stephen Blackwelder or Clint Beaver
Lancaster County Fire Commission 208 West Gay Street Lancaster, SC 29720 Phone: (803) 283-8888	Blakie Shute
Lancaster County School District 300 S. Catawba Street Lancaster, SC 29720 Phone: (803) 286-6972	John Taylor
Lancaster County Natural Gas Authority 1010 Kershaw-Camden Highway Lancaster, SC 29720 Phone: (803) 285-2045	Tim Thorton

Lancaster County Building & Zoning Department (Permits) 210 North Main Street Lancaster, SC 29720 Phone: (803) 285-1969	Jevan Williams, Building Official or Secretary
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