



## Site Plan Review Process

Site Plan Review (SPR) is a process used to examine all proposed developments, except for single family detached residential, for the purpose of ensuring compliance with local and state requirements. The purpose of a site plan review is to ensure that all applicable requirements of the zoning ordinance are complied with prior to the issuance of a zoning and building permit. The SPR Committee consists of representatives from various state and local agencies who will address the issues of the project including zoning, building codes, health standards, traffic/highway regulations, drainage/road requirements, compliance with wetland regulations and Storm Water regulations.

[View the Town's Land Use Planning and Zoning Ordinance](#)



# Site Plan Review

Pre-Application Meeting

## Site Plan Review Formal Application Submittal

### Application Submittal Documents

- Current **Approved and Recorded Plat** showing present boundaries of property
- A **Letter of Intent** signed by the applicant or property owner(s) stating the name of the business, intended use of parcel/building, hours of operation, number of employees, etc.
- Restrictive Covenants Affidavit(s)** signed by the applicant or current property owner(s)
- An accurate, **legible Site Plan** drawn to Engineers Scale
- Kiawah Island Architectural Review Board** Letter of Approval
- Current **letter of water and sewer availability**
- Review comments issued from the **St. Johns Fire District**
- Additional **appropriate coordination letters** and or approvals from any local or state agencies (SJFD, CHAS. CNTY, DHEC-OCRM, USFWS, USACE, USPS, CARTA, etc.)
- Such other reasonable and pertinent information with regard to the zoning lot or neighboring lots as the Planning Director may find necessary to carry out the purposes and intent of the zoning ordinance
- SPR Application Fee** (*See Town Fee Schedule*)

SPR Committee Review Meeting

Apply for Special Exception and/or Variance (if required)

Resubmit as needed until site plan is approved

Submit building plans for review and permitting

**Ensure that your application supply all of the following key information:** *The shape and dimensions of the property; the size and location of all existing structures; the lines within which any proposed structures shall be erected, altered, or moved; and the locations of any officially approved building setback lines; the heights of all proposed structures; the existing and proposed use of each structure; the uses and zoning of adjoining properties; the number of dwelling units in each existing building and the number of dwelling units that each proposed building is intended to accommodate; the size and location of all proposed driveways, off-street loading areas and off-street parking areas; finished first floor elevation above mean sea level requirement and the flood hazard zone designation if in a special flood hazard A or V zone.*