

ARTICLE I. INTRODUCTORY PROVISIONS

Section 1.1. Intent and Purpose

This Ordinance establishes criteria for the subdivision and development of real property within the Town of Santee.

These regulations are intended to:

1. Promote public health, safety, and general welfare.
2. Provide and encourage orderly growth and development.
3. Promote the development of interconnecting streets where possible and practical to reduce traffic congestion and create connectivity.
4. Create safe vehicular access through design with curvilinear street design, and traffic calming techniques (i.e. landscaped midblock curb extension aka pinch points, roundabouts/traffic circles).
5. Promote walkability/pedestrian access and well-designed open spaces (i.e. greenways, passive and active parks).
6. Preserve natural features and topography.
7. Further the design integrity of our gateway corridors – Bass Drive and Old Number Six Highway – reducing traffic conflicts as development, and vehicular and pedestrian access merge. planning commission and/or staff may require a traffic impact analysis (TIA) for Bass Drive and Old Number Six Highway.

Section 1.2. Applicability

The provisions of this Ordinance shall apply to all development within the Town of Santee. After September _____, 2024, the effective date of the adoption of this Ordinance, no development plan or plat for the subdivision of land shall be certified for recording until it has been submitted and approved per the following provisions.

Section 1.3. Definitions

For these regulations, certain terms shall be defined as follows:

Agent. The person, firm, or corporation authorized by the landowner to act on his/her, or their behalf. The landowner

APPENDIX 3

LAND DEVELOPMENT ORDINANCE

ARTICLES/SECTIONS

Article I. Introductory Provisions

- 1.1. Intent and Purpose
- 1.2. Applicability
- 1.3. Definitions

Article II. Plat Design

- 2.1. Official Filing and Recordation
- 2.2. Plat or Plan Submission Appeal
- 2.3. Development Prohibition
- 2.4. Design Standards

Article III. Plat Requirements

- 3.1. Content
- 3.2. Number and Submission Size

Article IV. Review Process

- 4.1. Decision and Timeliness
- 4.2. Pre-Application Consultation
- 4.3. Subdividing Parent Tract/Combining Lots
- 4.4. Preliminary Plat
- 4.5. Pre-Application Milestones
- 4.6. Preliminary Plat Consideration for Final Plat Approval
- 4.7. Preliminary Plat Content
- 4.8. Preliminary Plat Review
- 4.9. Final Plat
- 4.10. Final Plat Review
- 4.11. Preliminary and Final Plat Modification Review/Approval

Article V. Administration and Enforcement

- 5.1. Enforcement
- 5.2. Penalty
- 5.3. Conflict with Other Laws
- 5.4. Severability

must sign and date the Plat/Subdivision Application to authorize his/her, or their designee to act.

Approved Plat. A plat reviewed and approved by the Town of Santee's Planning Commission or Designee, reflecting the affixed stamp and appropriate signature.

Buildable Area. The area that encompasses proposed roads, structures, detention/retention ponds, parking, and other improvements.

Cul-de-sac. A circular extension of a street/road for vehicular maneuverability at the end of a street/road.

Designee. The person designated to act on the planning commission or planning & zoning officer's behalf.

Double Frontage Lot. A lot that faces two roadways simultaneously.

DES NPDES Permit. This permit for stormwater management for one (1) or more acres of land disturbance. However, its application applies to larger common plan development activities, not exclusive to subdivisions.

Detention/Retention Pond. A stormwater best management tool to manage runoff during rain events as part of a designated outfall. Runoff is diverted through a conveyance system to a pond(s) per the approval of DES.

Easement. A legally granted public, quasi-public, or private right-of-way across one or multiple properties denoted in a deed and/or shown on a plat for access, utilities, drainage, or other purposes.

Encroachment Permit. The permit gives access permission to and from a right-of-way typically by a public entity, such as the South Carolina Department of Transportation, Orangeburg County Public Services, or the Town of Santee.

Engineer. A South Carolina registered engineering professional.

Flag Lot. A lot where the access right-of-way resembles a flagpole. By way of description, these plots have a long, slender strip of land (the pole) extending from the street to the typically rectangular main part of the lot (the flag).

Governing Body. The town council of the Town of Santee.

Irregular Lot. Lot(s) shaped such that the application of setback requirements is difficult or creates an impractical design limiting the property's use.

Land Development. A change in land characteristics through redevelopment, subdivision into parcels, combining parcels, or construction of apartments, commercial, industrial, or similar developments for sale, lease, or any combination of owner and rental characteristics.

Lot. A parcel of land defined by metes and bounds. The terms lot, parcel, and tract are interchangeable.

Lot of Record. An approved lot that is recorded by plat and deed with the Orangeburg County Register of Deeds.

Minor Subdivision. The subdivision of land into 2-5 lots, including combinations.

Major Subdivision. The subdivision of land into 6 or more lots, including Planned Unit Developments (PUDs).

Official Maps or Plans. Any maps or plans officially adopted by the town council as a guide for development.

Open Space. The percentage of land set aside for pedestrian greenways, and/or active and passive parks to enhance the built environment and promote engagement. Detention/retention ponds do not constitute Open Space.

Piecemeal Subdivision. Application relating to contiguous parcel/parcels by the same owner, developer, or contractor, resulting in three or more parcels. This is a roundabout technique to avoid the provisions of this Ordinance. Any subsequent application relating to contiguous parcels will be reviewed with previously platted lots as one subdivision and developed in compliance with this Ordinance.

Planned Unit Development (PUD). A community concept with design flexibility outside of a community's zoning standards. The typical design focuses on interactive neighborhoods containing a mix of housing, office buildings, shopping and recreational activities.

Planning Commission. The duly appointed body with the power to review land development applications consistent with this Ordinance and Title 6, Chapter 29 of the South Carolina Code of Laws.

Plat. The visual depiction of the subdivision of land by a South Carolina registered land surveyor or licensed engineer that bears the signature and seal of the plat preparer.

Plat, Final. The subdivision design presented to the planning commission for approval and recordation with Orangeburg County Register of Deeds after all utilities, signage (i.e. street, speed mph, stop, yield, directional), landscaping, and roads have been installed and inspected, as applicable.’.

Plat, Preliminary. The proposed subdivision design with civil engineering drawing and likely phasing for planning commission review and approval. Preliminary approval authorizes the subdivider/applicant to move forward with construction activities for the road, utilities, detention/retention ponds. A Preliminary Plat may not be recorded with the Orangeburg County Register of Deeds.

Plat, Preliminary/Final Modification. A request to change lot size(s), property lines, or other features of a Preliminary or Final Plat. Any change requires planning commission or Designee review and approval.

Plat Preparer. A South Carolina registered land surveyor or licensed engineer.

Private Subdivision. Approved subdivision with privately owned and maintained road(s), utilities, and/or easements.

Public Subdivision. Approved subdivision with publicly owned and maintained road(s). Utilities, stormwater management ponds, easements, and other dedicated areas may be owned and maintained by an HOA (Homeowners Association).

Resurvey/Retracement Survey. A survey of an existing lot of record, locating the original survey boundaries and corners.

Right-of-Way. Property, improved or unimproved, dedicated for vehicular or pedestrian travel. The right-of-way line generally separates an abutting private property from that reserved for use.

Sketch Plan. Conceptual subdivision design for discussion before the development of the Preliminary Plat.

Street. A designated travelway for various modes of transportation, also known as a road.

Subdivider. Any person, firm, or corporation who undertakes the subdivision of land as herein defined. The terms subdivider and applicant are interchangeable.

Subdivision: All divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or building development, and includes all divisions of land involving a new street or change in existing streets, and includes re-subdivision which would involve the further division or relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law; or, the alteration of any streets or the establishment of any new streets within any subdivision previously made and approved or recorded according to law, and includes combinations of lots of record; however, the following exceptions are included within this definition only for the purpose of requiring that the planning commission be informed and have a record of the subdivisions:

- A. the combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the town;
- B. the division of land into parcels of five acres or more where no new street is involved and plats of these exceptions must be received as information by the planning commission which shall indicate that fact on the plats; and
- C. the combination or recombination of entire lots of record where no new street or change in existing streets is involved.

Subdivision within a Subdivision. Land development/subdivision created within an established subdivision.

Tree Survey. Platted survey of all trees before clearing, grubbing, and grading, emphasizing the preservation of significant trees. Significant trees are 12 or more inches in diameter at breast height (DBH).

Workforce Housing. Housing with an affordability emphasis for police officers, firemen, teachers, and others based on the United States Department of Housing and Urban Development's (HUD) income guidelines and HUD's Area Median Income (AMI) for Orangeburg County, adjusted for household size. Workforce Housing is specific to incomes within 50% - 80% of AMI.

Workforce housing shall have the same design quality as the surrounding units and shall not be concentrated in one section of a subdivision or apartment complex. Apartments are designated by the number of allocated units, which would be random throughout the complex.

Workforce Housing Deed Restrictions. Restrictions setting the length of affordability and potential transfer of property to another income eligible household. Deeds specify fee simple lots.

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ARTICLE II. Plat Design

Section 2.1. Official Filing and Recordation

No plat, land subdivision plat, or land development plan within the Town of Santee shall be submitted for recording with the Orangeburg County' Register of Deeds until such plat has been approved by the planning commission or its Designee with its affixed stamp and signed by the planning commission chair or Designee. The submission for filing or recording of any plat or development/subdivision plan without planning commission approval, per S.C. Code § 6-29-1140, is a misdemeanor. Planning commission or Designee approved plats/development plans must be recorded as soon as practically possible with the Orangeburg County Register of Deeds. Nothing in this Ordinance is intended to suggest that the submission of a land development plan or land use plan is a prerequisite before the execution of a deed transferring undeveloped real property.

In addition to the requirements set forth in Section 3.1 of this Ordinance, each application shall indicate whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, or conflicts with, or prohibits the use presented in the application. In addition:

- A. Subdivisions with three or more lots shall be named. The subdivision name must be approved by the planning commission such that there are no duplicate names in the county;
- B. All plats shall show the context of the subject property. Context is defined as a plat with lines and text showing the relationship of the subject property to surrounding properties with accurately named roads and other right-of-way;
- C. No subdivision plat or combination shall create nonconforming lots. Lot dimensions, square footage, frontage, setbacks, and other shall conform to the applicable zoning district standards;
- D. Subdivided lots, whether the same or different owner, creating a landlocked parcel shall require a platted access easement to the landlocked parcel(s); and,
- E. Resurveys and Exempt Plat shall be stamped by the planning commission or designee for "Information Only".

Section 2.2. Plat or Plan Submission Appeal

- A. In the event the planning commission authorizes the planning or zoning officer or a Designee to consider an application under this Ordinance, the property owner may appeal the approval or disapproval of a plat or plan by staff or the Designee to the planning commission as follows:
 - 1. The property owner shall submit in writing a request to appeal staff's decision, including a detailed description of the factual basis for the appeal.
 - 2. The planning commission must act on the appeal and issue a written decision within 60 days of receipt of the written request.
- B. An appeal from the decision of the planning commission must be taken to the circuit court within thirty days after actual notice of the decision.

C. A property owner whose land is the subject of a decision of the planning commission may appeal by filing a notice of appeal with the circuit court accompanied by a request for pre-litigation mediation in accordance with S.C. Code Ann. § 6-29-1155. A notice of appeal and request for pre-litigation mediation must be filed within thirty days after the decision of the board is mailed.

Section 2.3. Development Prohibition

The following shall be prohibited.

- A. Gated communities off public roads. Gated communities are only allowed in private road subdivisions.
- B. Private community water systems/wells.
- C. Private wastewater treatment plants or septic tanks.
- D. Piecemeal Subdivisions.
- E. Flag and Irregular Lots.
- F. Dead-end streets without the appropriate turnaround apparatus (i.e. cul-de-sac, hammerhead, or other).
- G. Double/reverse frontage lots.
- H. No permanent structure or paving should be constructed on or under a utility easement.

Section 2.4. Design Standards

2.4.1. Minimum Requirements

The following design standards shall be considered minimum requirements; however, higher standards are to be encouraged in subdivision designs. Where a subdivision proposes new roads, all lots shall be accessed and addressed off proposed roads.

2.4.2. Easements

All easements shall be appropriately labeled per use/purpose (i.e. drainage, utilities, etc.). No more than two lots and/or addresses shall be off a private road easement. Road access easements shall be a minimum width of 22 feet. Road easements shall be described on the plat and in the deed, including any connections with named public/private road(s) and properties with access. Length of easement notation is required if the easement is not between two roads. Road easement shall be labeled "Easement for Access and Utilities, only: Not A Public Road." Additional lots or addresses off a road easement shall require the road easement to be named and potentially improved for safe access. Shared driveway access to two or more tracts shall be platted and notated in the deed with the description. For example, a platted road description may read: 22' easement is established to provide access from Eastgate Street for 200' for tracts A, B, and TMS 0000-00-00.

2.4.3. Tree Survey

Before grading or clearing a lot(s) for development and the issuance of a grading or building permit, the subdivider shall conduct a tree survey identifying the location of all Significant Trees.

Significant Trees shall be shown on a survey plat with the superimposed development layout and physically marked with brightly colored tape or other markings. Significant Trees shall be incorporated to the extent practicable in buffers, open spaces, screening, and landscaping design. Removal of Significant Trees outside the buildable area shall be replaced with ornamental, evergreen, and other trees appropriate to this region. At installation, all canopy trees shall be at least eight feet tall with a minimum caliper of two (2) inches DBH.

The tree survey shall show:

- A. Existing location, tree species, and size of all Significant Trees;
- B. Diseased trees as verified by an arborist;
- C. Significant Trees preserved and removed; and,
- D. Percent of Significant Trees to be removed from the buildable area.

2.4.4. Landscaping

Detention/retention ponds, open spaces, screening, and buffers shall be landscaped. Landscaping shall be sensitive to the physical and design characteristics of the site. The landscaping plan shall indicate the location and dimensions of landscaped areas, plant materials, decorative features, etc. The landscaping plan shall include a table of planting materials stating species (botanical and common names), quantity, height and spread at maturity, and installation size. Canopy trees shall not be planted in or under areas that may present a future conflict with overhead utility lines. Trees planted in utility or other easements need the permission of the governing agency or owner.

Planting	Sizes
Canopy Tree	2 inch caliper
Understory	2 inch caliper
Evergreen Tree	2 inch caliper
Shrubs	5 gallon container

2.4.5. Detention/Retention Pond

Detention and retention ponds shall be landscaped with ornamental trees, native grasses, evergreen shrubs. Any portion of a detention/retention pond with a depth over three (3) feet shall be enclosed with a locked six (6) foot vinyl coated chain linked fence. Fencing shall be a minimum of two (2) feet from pond's edge with landscape screening. Cluster landscaping shall be a minimum of two (2) feet from fencing around the perimeter. Tree selection should have a maximum height between 15 to 20 feet at maturity.

2.5.6. Cluster Mailboxes

The United State Postal Service requires cluster mailboxes. Unless authorized by the USPS, cluster mailboxes shall be located at the postmaster's discretion. All cluster mailbox locations

shall be under a sheltered facility or designed with a shelter roof with generous overhangs. The shelter design shall reflect the architectural style of the proposed development.

2.4.7. Access Entrances/Exits

All subdivisions, where possible, shall have two entrance/exit accesses. If no second entrance/exiting road can be reasonably created, the fire chief or designee may require a dedicated fire apparatus access road. The fire apparatus access road is not for public, business, or residential use, but for fire access only. The roadway shall be constructed of the same composition and manner as the proposed roads. Fire apparatus access roads shall be a minimum of 20 feet with no obstructions. In the event an existing subdivision/ subdivision within a subdivision that does not have multiple entrance/ exit accesses seeks to expand, any application shall include an additional entrance/exit access if possible. If no second entrance/exiting road can be reasonably created, the fire chief or designee may require a dedicated fire apparatus access road.

2.4.8. Subdivision Signage

The maximum height for subdivision signage shall be seven (7) feet composed of masonry and/or other materials incorporating masonry materials. No sign shall be in excess of two feet six inches (2.5 feet) within the sight triangle as defined the by applicable entity (county, DOT, etc.).

2.4.9. Gates, Gated Community

The gate(s) shall be Siren Operated Sensor (SOS) activated with manual lever in response to a power outage.

2.4.10 Open Space

Open spaces create a sense of place and soften the urban forms. They help preserve natural spaces and manage runoff. Developments shall reserve a percentage of the development's total acreage for open space. Subdivisions for attached/detached developments, apartments, or mixed-use apartment and residential developments may reduce the minimum acreage by five (5) percent in exchange for allocating five (5) percent of development to further workforce housing. Residential subdivisions, apartments, and mixed use residential/apartments are exempt if within ¼ mile of a publicly owned park and/or school. Exemptions may be extended to subdivisions within a subdivision if the established subdivision has three acres or more of open space that will be extended without restriction to the new residential development via a deeded and platted easement. The established subdivision's open space cannot be a charge in addition to HOA dues. For example, if the homeowners in the established subdivision are required to pay to play on the tennis courts, the tennis court is not an amenity for the residents. The tennis court is an enterprise located within a residential subdivision. The open space in this case is not exempt. Consequently, subdivisions within a subdivision will have to reserve the appropriate open space(s).

Planning Area	Residential	Apartment	Mixed Use Residential/Apartment	Commercial/Industrial
Open Space Min	10%	15%	15%	20%
Neighborhood Park	✓	✓	✓	
Pocket Parks	✓	✓	✓	✓
Plaza	-	-	-	✓
Pedestrian Greenways	✓	✓	✓	✓
Work Force Housing Development	5%	5%	5%	-

Subdividers may reduce the minimum open space requirement between 5% and 7% to create workforce housing. The five percent reduction equates to 5% of the total development for workforce housing.

2.4.11. Fire Hydrants

Every lot in every subdivision shall be provided with an approved water supply. It shall have an adequate supply of water for domestic and fire purposes, with sufficient pressure in the main to meet the minimum standards for fire purposes at all times, per underwriting standards. The water mains in the subdivision shall:

1. Be of sufficient size to provide one standard 3-way hydrant within 1,000 feet (to be measured along rights-of-way of streets or public ways) of each residence or other structure compliant with SC Fire Code 507 Fire Protection Water Supplies Section 507.5.1; and that no hydrant shall be more than 1,000 feet apart. Any commercial or industrial facilities shall comply with SC Fire Code 507 Fire Protection Water Supplies, including section 500 feet of any commercial or industrial and at locations designated by the fire code official.
2. The town or fire chief may require a larger water line to be installed to allow for future growth.
3. Comply with the rules and standards of the SC Fire Code as adopted by the fire code official.

2.4.12. Blocks

Blocks for residential use shall be no longer than 600 feet and shall not be less than 150 feet in length, measured along the centerline of the block or as directed by the planning & zoning officer, town engineer, and/or public utility director.

A. *Width.* Blocks used for residential purposes should be of sufficient width to allow for two tiers of lots and appropriate depth where practical considering natural topography or man-made boundaries. Blocks intended for business and industrial use shall be of a width suitable for the intended use, with allowance for off-street parking and loading facilities.

B. *Lengths.*

1. The lengths, widths, and shapes of blocks shall be determined by the following:
 - a. Provision of adequate building sites for the types of use proposed.

- b. Zoning requirements as to lot sizes and dimensions.
- c. Need for convenient access, circulation, control, and safety of street traffic.
- d. Limitations and opportunities of topography.

2.4.12. Lots

Lots shall front a street. Lot lines shall be generally perpendicular or radial to street lines. Lot dimensions shall meet the requirements of the zoning district or districts in which the subdivision is located. Corner lots shall be increased in size wherever necessary to provide that any structure to be placed thereon shall conform to the minimum setback line of each street, as required in the zoning ordinance.

2.4.13. Building Lines

The minimum setback from the street right-of-way or property lines shall be in conformance with the applicable zoning classifications.

2.4.14. Land Subject to Flooding

Any construction or land disturbance within a flood hazard area shall comply with the design and development standards of the Town of Santee's Flood Ordinance.

2.4.15. Streets

- A. *Streets to be Developed.* The town's road standards default to South Carolina Department of Transportation (SCDOT) design standard. Roads not accepted by SCDOT or Orangeburg County shall be considered private roads. Road compaction test/paving and inspection shall be conducted by SCDOT's approved engineering firm. The cost shall be borne by the subdivider. Curvilinear design shall be incorporated within residential road design and where practical for commercial/industrial oriented land uses designed for appropriate speeds. Developers shall be required to develop paved streets in any development in accordance with SCDOT standards.
- B. *System Design and Improvements.* The street system shall be designed to permit the safe, efficient, and orderly movement of traffic; to have a simple and logical pattern; to respect natural features and topography, and to present an attractive streetscape.
 - 1. *Layout and Alignment.*
 - a. Proposed streets shall be coordinated with the street system in the surrounding area and where possible shall provide for the continuation of existing streets abutting the development.
 - b. All streets shall be opened to the exterior property lines of the development unless permanently terminated by a vehicular turnaround or an intersection with another street.
 - 2. *Alleys.*
 - a. Alleys are not permitted in residential subdivisions.

- b. Paved alleys are permitted in commercial and industrial developments to provide service access, off-street loading, and unloading, and parking consistent with and adequate for the uses proposed.
3. *Cul-de-sac.*
- a. Dead-end streets designed to be permanently closed at one end shall not exceed 1,000 feet in length measured from the right-of-way of the intersecting street to the center point of the turnaround.
 - b. Turnarounds shall be provided at the closed end of the street.
 - c. Phased subdivisions with a stub for the continuation of a road shall have a temporary gravel turnabout as set forth in the International Fire Code.
 - d. Cul-de-sacs behind another lot or adjacent to a private/public road, shall have vertical curbing with lighting, and cluster landscaped design with evergreen and ornamental trees, and evergreen shrubs encompassing the entire arc of the cul-de-sac.
4. *Intersections.*
- a. No more than two streets shall intersect at any one point.
 - b. All streets shall intersect as nearly as possible at 90-degree angles.
 - c. Streets entering upon opposite sides of a given street shall have their center lines directly opposite or shall be offset a minimum distance of 150 feet for minor streets and 400 feet for major streets, measured along the centerline of the streets being intersected.
 - d. Street intersections shall be located at least 150 feet from the right-of-way of any railroad track, measured from the center point of the intersection to the railroad right-of-way nearest the intersection.
 - e. Private drives shall not intersect a public street within 40 feet of an intersection, measured from the street right-of-way.
- C. *Obstruction of Vision.* No fence, wall, tree, terrace, building, sign, shrubbery, hedge, other planting or structure or object capable of obstructing driver vision will be allowed at intersections. No obstruction, including vegetation, shall be in excess of two feet six inches (2.5 feet) within the sight triangle as defined the by applicable entity (county, DOT, etc.).
- D. *Drainage Piping.* Pipes shall be approved reinforced concrete pipe or asphalt coated corrugated metal pipe meeting SCDOT specifications. Minimum crossline pipe size shall be 18 inches and sideline ditch size should be a minimum of 15 inches. Bridges, box culverts, etc. shall be designed in accordance with current SCDOT and applicable federal standards. As a minimum, a 25-year frequency rainfall (24-hour duration) will be used for designing crossline pipe sizes and a ten-year frequency rainfall (24-hour duration) will be used for designing sideline pipe ditches when the project is located outside of a designated floodplain.

Table 3. Right-of-way, lane, and pavement widths. Minimum street right-of-way, lane, pavement widths, and curbing shall be as follows:			
Type	Driving Surface Width (ft)	Right-of-Way (feet)	Curbing
Alley	20	20	Vertical
Arterial	24	66	Vertical
Collector street	24	66	Vertical
Commercial service	24	66	Vertical
Cul-de-sac	80	100	Vertical
Major thoroughfare	64	100	Vertical
Local residential street	22	66	Roll curb
One-way street	12	56	Vertical
<i>Residential speeds shall be posted 25 or 30 mph.</i>			

2.4.16. On-street Parking

On-street parking shall incorporate landscaped bump outs and/or median pinch points as a traffic calming mechanism.

2.4.17. Sidewalks

Sidewalks will be required in subdivisions that contain non-residential uses.

Sidewalks are not required within residential subdivisions. If installed, sidewalks shall be a minimum width of five (5) feet and meet ADA requirements. Sidewalks may be on one side of the street with logical network connections including existing sidewalks. Curbing shall be on the opposite side of the street. In lieu of sidewalks, trails/walkways shall be constructed with concrete or asphalt surface, following the natural topography. Walking trails should meander through landscaped open spaces. The trail/walkway shall be a minimum width of five (5) feet and meet ADA requirements.

2.4.18. Collector/Arterial Road Buffering

All new developments with perimeters along any collector/arterial road shall maintain a 25-foot buffer. Residential development buffering may include a maximum six (6) foot berm with exterior cluster landscaping comprised of trees and shrubs no taller than 20 feet at maturity. A maximum six (6) foot wall reduces the buffering by five (5) feet. Walls may be masonry or wooden feather fencing with masonry columns between fencing. Wooden fencing shall have exterior borders forming a square/rectangle, preferable painted black, dark green, dark grey. Fencing shall not be painted with neon, metallic, or obnoxious colors. The masonry wall or masonry/wooden fencing shall be accompanied by cluster landscaping design.

Commercial/industrial developments may use black vinyl coated chain linked fencing. Buffering size shall not be reduced. Cluster landscaping shall be installed with sight obscuring trees and plantings. Landscaping material shall be a minimum of two (2) feet from fencing/wall.

ARTICLE III. PLAT REQUIREMENTS

Section 3.1. Content

All plats shall conform to the "Standards of Practice Manual for Surveying in South Carolina," under the most recent state code of regulations. The subdivider is encouraged to present a copy of the plat for review before finalizing.

Each plat must include these elements at a minimum:

1. Legend, magnetic north arrow; vicinity map, and completion date of survey/plat and revised date;
1. Zoning classification;
2. Applicant name, company name, address, and phone number;
3. Plat preparer's name, registration number, company name, address, phone number, seal, and signature;
4. Label type of plat – Minor Subdivision, Combination, Preliminary Plat, Final Plat, Preliminary Plat Modification, Final Plat Modification, or Resurvey;
5. Parcel(s) tax map number(s);
6. Adjacent property owner(s);
7. Show abandoned right-of-way(s), property lines, etc.;
8. Show sufficient engineering/survey data to determine reproduce on the ground linear dimensions, bearing or deflection angles, tangents, radii, arcs, chords, and central angles. (All dimensions shall be measured to the nearest one-hundredth of a foot and all angles to the nearest minute.);
9. Show and label all existing and proposed roads/streets, easements, detention/retention pond(s), and other improvements;
10. Flood hazard and wetland area certifications with certification of whether or not any portion of the subject property is within FEMA's designated flood zone referencing the current flood insurance rate map (FIRM) with its effective date and whether or not any portion of the subject property is within the Army Corp of Engineer's Wetland Inventory;
11. Location(s) of flood hazard and wetland areas, if any;
12. Engineer's scale and graphic scale; and
13. Total acreage.

Section 3.2. Number and Submission Size

The number of copies and sizes for respective plats are:

- A. Subdivision of parent tract, combinations, and resurveys: 3 copies no larger than 11" x 17", and 1 digital. One copy is for the town's files, and the others are for recordation, and the subdivider's records.
- B. Preliminary Plat: 3 copies no larger than 24" x 36" and 1 digital copy. One for the town's files and the others for the subdivider's records, and Santee's engineer.
- C. Final Plat: 9 copies no larger than 24" x 36" and 1 digital copy. After final approval, the subdivider shall receive two copies. One copy shall be filed with the Orangeburg Register of

Deeds and the other is for the subdivider's files. The planning & zoning officer shall submit copies of the stamped and signed plats to 1) Orangeburg County Tax Assessor; 2) Santee USPS Postmaster; 3) Orangeburg County GIS Mapping; 4) Orangeburg County Building Official; 5) Orangeburg County School District; 6) Santee Fire Chief, and one kept with the planning & zoning officer.

D. Preliminary/Final Modification Plat follows the same for preliminary and final plats.

If the town elects to implement an electronic subdivision submission program, the number of hard copies may be reduced.

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ARTICLE IV. REVIEW PROCESS

Section 4.1. Decision and Timeliness

The planning commission shall work to review and approve, approve conditionally, disapprove, or table for further information the plat within 60 days from the date of the submission of a complete application by the applicant. If no action is taken by the planning commission within 60 days, the plat is automatically approved per S.C. Code Ann. § 6-29-1150 (A). The applicant must fully cooperate to provide staff with any requested information and modifications. Response delays by the applicant will extend the approval timeline by the amount of the response period. Conditional approval may occur in the event that staff or the planning commission determines additional documentation is desirable, including but not limited to, copies of the Army Corps of Engineers' wetland delineation and if applicable 404 Permit, SCDOT, Orangeburg County, town or other encroachment permit, NPDES Permit [stormwater], and/or other Federal or State documents. The planning commission may require the applicant to resubmit with recommended changes. If so, staff will review changes and place the plat on the next planning commission meeting agenda for review and approval. If the plat is disapproved, reasons for such action shall be stated in writing and signed by the planning commission chair or Designee. The reasons for disapproval shall refer specifically to those parts of the comprehensive plan, ordinance, or regulations with which the plat does not conform. One copy of the reason shall be retained as a public record in the records of the planning & zoning officer, and another shall be given to the subdivider. If denied, the subdivider is encouraged to resubmit the plat with all recommended changes and applicable documentation. Approved final plats shall be stamped and signed by the planning commission chair or Designee for recordation with the Orangeburg County Register of Deeds.

Plat review and approval by staff when authorized by the planning commission has a 30-day review and approval period from the receipt of a completed application. Plats may be approved in less time. The plat submission shall be automatically approved if no action is taken within 30 days. Staff authorized review/approval are limited to minor subdivisions, combinations, resurveys, and exempt plats.

Section 4.2. Pre-Application Consultation

Whenever the subdivision of a tract of land is proposed, the subdivider is urged to consult early and as frequently as needed with the planning & zoning officer. This consultation facilitates the preparation of an application. It ensures the plat or subdivision conforms to the applicable zoning and furthers discussions of the proposed project, alternatives, the review/approval process, elements required in the application, and other topics. The subdivider may submit a sketch plan, and data showing existing conditions within the site, its vicinity, and other materials.

Section 4.3. Subdividing Parent Tract/Combining Lots

This subsection describes the division of land into two lots or combining lots into one larger tract. No lot shall be subdivided into a nonconforming lot or subdivision. The subdivision or combining lots shall comply with the corresponding zoning district's area (square footage), frontage, and depth. Submission and review/approval is as follows:

1. Applicants must complete and submit the Plat/Subdivision Application with the plats and the applicable fee.
2. Upon receipt of the application, plat (3 copies and 1 digital copy), and fee, staff has 15 days to review and respond to the applicant in writing via email or letter for more information, clarity, and changes. The conforming proposed plat will be placed on the commission's regular scheduled meeting agenda for review and approval.

Section 4.4. Preliminary Plat

It is important to note the Town of Santee is not a bonded plat community, allowing subdividers to sell or transfer lots before completing improvements. The following are required before final plat consideration:

1. Completion of all improvements (utilities, sidewalks, pedestrian trails, road(s), curbs and gutters, open space(s), landscaping, detention/retention pond(s), and lighting).
2. Installation of signs (i.e. street(s), stop/yield, and posted MPH signs).
3. Approved water pressure test verified by the Santee Utility Manager and/or town engineer.
4. Approved roof roll and paving inspection per Orangeburg County or SCDOT road design standards.
5. Staff walk-through inspection.

Section 4.5 Pre-Application Milestones

The preliminary plat is the land development's blueprint. There are critical milestones to consider.

- A. *Water/Wastewater Capacity.* Applicants must consult with the Town of Santee's Water Department to gauge water and wastewater capacity. If capacity is available, a capacity letter is required.
- B. *Dedication Request.* If the developer desires dedication acceptance, the town urges early consultation with Orangeburg County Public Service Department or SCDOT for road and other dedication acceptance. The Town of Santee does not have the resources and capacity to accept roads or other dedications. The exception is for water and wastewater utility and associated easements. The Town requires all completed water/wastewater assets to be deeded to the town as part of its asset inventory. Dedication acceptance per SC Code § 6-29-1170 is by resolution or ordinance. Orangeburg County dedication acceptance resolution/ordinance, if accepted, must be presented either before the planning commission's regularly scheduled meeting for preliminary plat approval or with conditional approval items. The acceptance must specify accepted dedications – roads, sidewalks, detention/retention ponds and drainage easements, and/or others. If Orangeburg County or SCDOT will not accept roads, the roads

will be private and shall conform to SCDOT's road design standards. The plat shall be labeled "Private Subdivision".

Section 4.6. Preliminary Plat Considerations for Final Plat Approval

This subsection offers considerations that may impact final plat approval.

- A. *Phased Development.* Development phasing is not required; however, if the applicant intends phasing, phases must be shown on the preliminary plat. If not presented in the preliminary plan, the applicant shall have to appear before the planning commission for approval of subsequent phase(s). Only the approved preliminary plat with associated phases are considered for final plat approval.
- B. *HOA Formation.* If a homeowners association (HOA) will be responsible for the ownership and maintenance of any dedication, the developer shall establish a HOA with the inclusion of the following in the HOA documents:
1. HOA's Articles of Incorporation from the South Carolina Secretary of State's Office (submitted separately);
 2. Bylaws;
 3. Specify HOA owned and maintenance dedications;
 4. An operation and maintenance plan for the road, utilities, detention/retention ponds, stormwater conveyances, open space, and/or easement(s);
 5. Notation that improvements require a zoning permit for any shed, fence, addition, and other construction activity. If the HOA has an architectural body, the architectural approval must accompany the zoning permit application;
 6. If an architectural review body is to be established, outline the architectural body's review and approval process and standards. It must specify a signed and approved architectural application or signed letter by the architectural bodies chair or HOA president.
 7. A statement that the Town of Santee cannot enforce the HOA's policies or maintenance responsibilities. The Town may enforce its zoning standards if more restrictive.
 8. A statement that, upon the transfer of title to a lot in the subdivision, each new lot owner (grantee) automatically becomes a member of the HOA; and
 9. A statement that the HOA is authorized to assess and collect regular fees sufficient for the ongoing operation and maintenance of dedications.
- C. *Covenants, Conditions, Restrictions (CCR) Development.* If the subdivider plans to develop CCR, a copy of the final CCR is required before a request for final plat approval. The CCR shall be recorded with the Orangeburg County Register of Deeds before the final plat. The final plat, including each phase, shall bear "Covenants, Conditions, Restrictions" with the referenced recorded deed book and page. The applicant shall submit the most recent CCR for staff review before recordation to verify, if applicable, the architectural review body's establishment, review /approval process, standards, and relationship to the town's zoning

permit approval. Include CCR expiration date, if any. Restrictions shall be placed on the development's open space(s) to preserve the amenity(ies) as such.

Section 4.7. Preliminary Plat Content

The preliminary plat shall include the aforementioned plat elements and more as outlined.

A. Existing Site Data.

1. Town limits lines; property lines; right-of-ways; labeled easements; labeled streets; utility transmission lines; storm sewers, ditches, and culverts; sanitary sewers; water mains; bridges, and buildings.
2. Scaled depiction of flood hazard areas and wetlands.
3. Wooded areas, marshes, watercourses, ponds, and any other similar conditions affecting the site.
4. Areas subject to flooding, accompanied by high water elevation, if available.

B. Proposed Site Data.

1. Subdivision name.
2. Street rights-of-way, pavement widths, grade, and street names. (Street profiles and cross-sections.)
3. Wastewater, water, electricity, and gas lines, showing connections to existing systems. (Storm, sanitary sewer, and water profiles, cross-sections, and sizes.)
4. Other easements and rights-of-way including locations, dimensions, and purposes.
5. Fire hydrant locations, hydrant connections, and profiles.
6. Topographical contour interval of not more than two vertical feet or as determined by a certified engineer to adequately determine drainage needs based on USGS mean sea level datum.
7. Contour changes to be made by grading.
8. Development phases, if any.
9. Total number of lots, lot dimensions, lot numbers, and block (blocks are represented by alphabets), and show minimum building setback lines – front, rear, and sides.
10. Open spaces, school sites, and others, if any.

Section 4.8. Preliminary Plat Review

- A. Applicants must complete and submit the Plat/Subdivision Application with the applicable fee, preliminary plat (3 copies and 1 digital copy), and water/wastewater letter. If required, the traffic impact analysis (TIA), If possible, provide Orangeburg County's Acceptance Resolution or SCDOT road and sidewalk acceptance notification. The latter may be provided with conditional approval items.
- B. Within the application is the request for up to 12 proposed subdivision names and road names. The planning & zoning officer or Designee will vet names with E-911, SCDOT, Orangeburg County Assessor, and other sources to ensure names are not confused with or a duplication of existing names. Staff will provide available names to select for the subdivision and streets to affix to the preliminary plat. The applicant, in writing, shall notify staff of the

selected names to be reserved for the preliminary plat. Names approved with preliminary plat may not be changed without planning commission review and approval.

- C. Before the preliminary plat is submitted to the planning commission for review, the preliminary plat shall be reviewed for comments and noted on the plat by the following:
1. Planning & Zoning Officer;
 2. Santee Utility Manager and town engineer;
 3. Santee Fire District Chief;
 4. Orangeburg County Fire Chief;
 5. Other Federal and State professionals; and,
 6. U.S. Post Office Postmaster for Santee. The postmaster shall note the location of mailboxes and mailbox options.

Review comments shall be submitted to the applicant with any requested changes. New plat copies will be reviewed to verify changes. Staff will place the amended preliminary plat on the planning commission's regularly scheduled meeting agenda. If the preliminary plat conforms to all the requirements of this Ordinance, including zoning, engineering, and fire standards, conditional approval may be given for outstanding items (i.e. DHEC NPDES Permit, encroachment permit). No construction may commence until all outstanding applicable permits/documentation have been presented. Upon receipt, the planning commission or Designee in writing shall upgrade the conditional approval to full approval. After preliminary plat approval, the planning & zoning officer shall work with Orangeburg GIS Mapping to assign addresses for proposed lots. Addresses will not be provided to the applicant until final plat recordation. This applies to each phased final plat.

Section 4.9. Final Plat

Before the submission of the final subdivision plat for approval:

1. Completion of all improvements (utilities, sidewalks, pedestrian trails, road(s), curbs and gutters, open space(s), landscaping, detention/retention pond(s), and lighting).
2. Installation of signs (i.e. street(s), stop/yield, and posted MPH signs).
3. Approved water pressure test verified by the Santee Utility Manager and/or town engineer.
4. Approved roof roll and paving inspection per Orangeburg County, or SCDOT road design standards.
5. Staff walk-through inspection.

The town may allow the subdivider to proceed with final plat approval with binder course paving. The allowance minimizes damage to road(s) during the construction of structures. This provision requires the subdivider to obtain a surety bond for anticipated damage to road(s) during structure construction and final paving. The bond shall be the estimate value of paving plus 25% certified by subdivider's civil engineer. A quarter of the cost shall be cash or check and the remainder provided via bond. This ensures paving completion. The SC registered engineer shall provide a statement of conditions and estimated cost bearing his/her signature. The Town

Attorney shall review the surety bond to be approved by council. Upon paving completion, the cash and bond shall be returned to the subdivider.

Section 4.10. Final Plat Review

Applicants shall complete and submit the Plat/Subdivision Application with the following:

1. Applicable fee.
 2. Final plat (9 copies and 1 digital copy) with “Covenants, Conditions, Restrictions” notation affixed with the recorded deed book and page. This shall appear on each phased final plat
 3. HOA Articles of Incorporation (latest version), if any.
 4. HOA Handbook.
 5. Covenant, Conditions, Restrictions (latest version), if any.
 6. Engineer’s road construction report. For phased developments, it is required for the last phased final plat approval request.
 7. Detention/retention pond As-Builts.
 8. Platted survey water/wastewater assets – lines, pump station(s), easements, and deed ownership of assets to the town. Context relationships are to be shown to easily located assets. For phased developments, it is required for the last phased final plat approval request. The subdivider shall obtain a one-year and one-month maintenance bond on completed assets at the value of assets plus 25%. This provision is in the event defects or deficiencies appear within that time. The SC registered engineer shall provide a statement of conditions and estimated cost bearing his/her signature. The Town Attorney shall review the bond to be approved by council. The cash and bond shall be returned to the subdivider.
- A. *Reconciliation with the Preliminary Plat.* The planning & zoning officer or Designee shall review the final plat to ensure it accurately mirrors the approved preliminary plat. If it diverges from the previously approved preliminary plat, the subdivider will have to explain the discrepancy. Substantial errors and/or unexplained changes shall trigger the preliminary plat modification process. Once the final plat’s accuracy has been confirmed, the planning & zoning officer or Designee shall place the final plat approval request on the planning commission’s regularly scheduled meeting agenda. If approved, the subdivider shall receive vested rights per S.C. Code Ann. § 6-29-1510. The town will issue addresses to the subdivider for construction in addition to obtaining the tax map numbers for GIS Mapping.
- B. *Conformity to Land Development Plan.* Any changes to the on-the-ground design after recordation shall trigger the final plat modification process. The planning & zoning officer may appoint an engineer or surveyor to check the accuracy of the subdivision layout. The cost of checking the plat against the actual layout will be charged to the subdivider.
- C. *HOA Capacity Building.* After 50% of the lots have been sold to buyers, the subdivider or developer shall organize and facilitate monthly HOA meetings and help establish its board

and officers as soon as practically possible. The developer shall remain an active member and participant until all lots/units are sold.

- D. *Flat Plat Contents.* The subdivider/developer shall present dark line prints mirroring the approved preliminary plat accompanied by the following information:
1. Superimposed layout over final topographical grades.
 2. Development phases, if applicable.
 3. Affixed “Covenants, Conditions, Restrictions” notation with the referenced recorded deed book and page.

Section 4.11. Preliminary and Final Plat Modification Review/Approval

The subdivider may at any time modify the preliminary or final plat to adjust to market conditions, errors, or other reasons.

- A. The subdivider shall:
1. Complete and return Plat/Subdivision Application with applicable fee.
 2. Disclose reasons for the modification and denote location(s) of the modifications.
 3. Submit the required number of plats.
- B. Preliminary modified plats will be reviewed using the process outlined in Section 4.8(C). Staff shall place the modified preliminary plat on planning commission’s regularly scheduled meeting agenda for review and approval. Barring no change in the previous permits, the planning commission may fully approve plat for immediate construction.
- C. Final modified plat barring no previous permit change shall be placed on the planning commission’s regularly scheduled agenda for review and approval.

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ARTICLE V. ADMINISTRATION and ENFORCEMENT

Section 5.1. Enforcement

No plat of any subdivision shall be entitled to be recorded with the Orangeburg County Register of Deeds or shall have any validity until it has been approved in the manner prescribed herein.

It shall be unlawful for the owner or the agent of any owner to transfer, or sell any land by reference to, or by other use of a plat unless such plat has been approved as prescribed herein. The town council may enjoin such transfer, sale, or agreement by appropriate legal action. In case of any violation of this Ordinance, the town may take action at law or in equity to end violations.

Section 5.2. Penalty

Any violation of this Ordinance shall be punishable by a fine not exceeding \$500.00 or imprisonment not exceeding 30 days, per the Town of Santee's Code of Ordinance Section 1- 6 *General Penalty*, as amended.

Section 5.3. Conflict with Other Laws

When the provisions of this ordinance specify more restrictive standards than required by any other statute, the requirements of this ordinance shall govern. Whenever the provisions of any other statute require more restrictive standards, the provisions of such statute shall govern.

Section 5.4. Severability

Should any section, part of a section, or any provision of this ordinance be declared by the courts to be unconstitutional or invalid, such declaration shall not affect the validity of the ordinance as a whole or any part thereof other than the part as declared to be unconstitutional or invalid.