

Application Package for City Services

City of Aiken

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1.

The Process at a Glance

- * The completed signed application, supporting materials, and fee are submitted to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room #202.
- * Planning Department distributes information about the request to various City departments.
- * A letter with review comments from City staff is sent to the applicant within one week.
- * If necessary, the applicant submits 5 sets and 1 reduced copy (8 ½" X 11") of revised plans and/or additional information to the Planning Department.
- * The application is considered by the Planning Commission which makes a recommendation to City Council.
 - City Council considers the request and can make a final decision in one meeting.

Zoning On October 23, 2006 City Council adopted a policy that all rezoning, annexation, and City utility service requests for primarily residential development four (4) acres or larger will be developed under the PR (Planned Residential) zoning regulations, and all primarily non-residential development five (5) acres or larger will be developed under the PC (Planned Commercial) zoning regulations. While the applicant is free to request any zoning, it should be understood that City Council may reject the application based on this policy. Projects in the PR and PC zones require a Concept Plan; a pre-application meeting with the Planning Department staff is recommended for all Concept Plans applications and is mandatory for PR.

PLEASE READ THE REST OF THIS APPLICATION PACKAGE CAREFULLY SO THAT YOU FULLY UNDERSTAND THE SUBMISSION REQUIREMENTS AND PROCESS.

2.

**Application Procedures for Requesting
City Services in Unincorporated Areas
City of Aiken**

Summary

The City of Aiken may provide services to non-contiguous, unincorporated areas under the following policy adopted by City Council.

1. New City services, including fire protection, water, or sanitary sewer service shall not be provided to property outside of the City limits. At the discretion of the City, an annexation agreement, subject to the provisions listed below, may be required in lieu of immediate annexation.
2. City fire protection, water, and sanitary sewer services may be provided to non-contiguous property outside of the City boundaries upon approval by City Council, and after review by the Planning Commission on the condition that:
 - a. the property owner agrees in writing to be annexed to the City as soon as the property becomes contiguous;
 - b. the property owner and/or developer comply with the Tree Protection and Landscaping Ordinance;
 - c. the property owner and/or developer comply with the Subdivision Regulations regarding the design of water and sanitary sewer lines and roads including, but not limited to, Sections 5.6.2(a), (b) and (c);
 - d. new commercial and multi-family construction comply with City Building Codes and Sprinkler Ordinances; and
 - e. commercial and multi-family projects comply with the City sign regulations for the most appropriate comparable zoning district, except that one permitted free-standing sign on a site within 1000 feet of an interchange at Interstate 20 may have a height not to exceed 80 feet.
3. City Council reserves the right to deny a request for fire protection, water, and sanitary sewer service for any reason; to add, delete, or to change any and all conditions or requirements it deems appropriate; and/or alter the time requirements of this policy in specific cases.

A request for City water and/or sanitary sewer must first be reviewed by the Planning Commission. The Planning Commission makes a recommendation to City Council which normally acts on a City services request in one meeting. As mentioned in #3 above, City Council reserves the right to place conditions on approval of utility requests regarding matters including, but not limited to, signs, curb cuts, buffers, and additional landscaping.

A request for approval of a landscape plan associated with a City services request requires submission of a separate application (see “Site/Landscape Plan Application Procedures”).

Standing to Apply

The property owner, contract purchaser, or anyone providing written consent of the property owner may apply.

Submission Requirements

The following must be submitted to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room #202, 35 days prior to the Planning Commission meeting.

Application. A completed application form. (A blank form is attached.)

Plat of Subject Property. Five copies of a plat folded to 8 1/2" x 11" and incorporating the information requested on the attached checklist. **If the plat is larger than 8 1/2" x 11", a reduced copy of that size must be provided.**

Plans Depicting Utility Line Details. Plans signed and sealed by a registered engineer licensed in South Carolina must be submitted showing whether water lines will be installed by meter or main line tap and details and layout of the water, sanitary sewer, and storm sewer lines to be installed in the development. Details shall include storm water detention ponds as applicable.

Recorded Deed. A copy of the recorded deed verifying ownership of the subject property.

Fee. \$200.00 for the 1st 4 acres plus \$50 per additional acre or portion thereof with a maximum \$2500 (payable to the "City of Aiken").

If an application is withdrawn, the application fee may be returned upon request unless public notice has been sent to the Aiken Standard.

Traffic Impact Study. A Traffic Impact Study may be required for applications for approval of a site plan, annexation, rezoning (to a category that allows more intense uses), major subdivision, or concept plan for PUD and PC where the traffic to be generated meets a certain minimum as determined by the Planning Director. A Traffic Study will be accepted only if prepared by a firm on a list of approved firms approved and maintained by the Planning Department.

Site Visits

Please be aware that consideration of an application may require site visits by the staff and members of the appropriate boards or commissions. These visits will be made during daylight hours. If the application is approved, the Zoning Official or other staff member may check the site for compliance with the terms of the approval.

Utility Plat Checklist

The plat must be drawn at a minimum scale of 1" = 100' and folded to 8 1/2" x 11". Sheets must not be larger than 24" x 36" and must be numbered sequentially. Where applicable, the drawings must bear the seal and signature of a registered professional engineer or land surveyor. The information listed below must be included on the plat:

- 1) the subject property clearly identified
- 2) name of the project, tract or subdivision
- 3) proposed use(s)
- 4) tax parcel number(s)
- 5) acreage of the subject property
- 6) date of the plat
- 7) north arrow
- 8) graphic scale
- 9) names, addresses and telephone numbers of the property owner, developer, and plat preparer
- 10) location map at a scale sufficient to determine the exact location of the subject property
- 11) lot lines for the subject property with accurate dimensions, bearings or deflection angles, radii arcs and central angles of all curves
- 12) present City limits within 200' of the subject property
- 13) the names, locations, and widths of all existing or platted streets or other public ways within and immediately adjacent to the subject property
- 14) the location, size, and purpose of any existing and proposed easements or rights-of-way
- 15) existing covenants or restrictions
- 16) the names of owners of adjoining property
- 17) location, size, elevation, and slope of any existing utilities on site or within 100 feet
- 18) a note that all utility construction will meet City of Aiken standards and specifications
- 19) existing and proposed location(s) of fire hydrants
- 20) the location of all existing structures and vehicular use areas
- 21) the location of all watercourses including lakes and ponds within 200' including the 100-year flood line, or a disclaimer statement

Application No. _____ Tax Parcel No. _____

**Application
Planning Department
City of Aiken**

Type of Application

___ Annexation ___ Site Plan ___ City Services
___ Rezoning ___ Landscaping Plan ___ Other
___ Concept Plan (PR) ___ Concept Plan (PC)

Applicant

Name _____
Mailing Address _____ zip _____
Phone _____ Fax _____ E-Mail _____
Interest if other than owner _____

Property Owner

Name _____
Mailing Address _____ zip _____
Phone _____ Fax _____ E-Mail _____

Main Contact (if different from applicant)

Name _____
Mailing Address _____ zip _____
Phone _____ Fax _____ E-Mail _____

Subject Property

Project Name _____
Address or location _____ Acreage _____
Zone _____ Existing Use _____ Proposed Use _____

Are there restrictive covenants that would prohibit the proposed use of the property? ____
If you replied yes, please attach a certified copy of the restrictive covenants to this application.

I certify by my signature that this application is accurate and complete.

Signature _____ Date _____

Print or type name _____ Title _____

Attach the name, address, and telephone number of anyone other than the applicant, owner and plan/plat preparer who should receive copies of correspondence or be contacted if additional information is needed.

Comments: