

Project name _____

Date submitted _____

Site Plan # _____ /Tracking ID # _____

Date reviewed _____

Location _____

To submit plans for review and permitting:
<https://gis.northcharleston.org/application/index.html>

#	Requirement	Sheet	Comment
1	Parcel number(s) - Do the plans clearly identify which TMS number or numbers are involved in the project?		
2	Zoning district(s) – Is the zoning correctly stated on the plans (esp. for split-zoned parcels)? Is the property in an overlay or scenic district (special requirements apply; see pages 9-15 of this file)? See Interactive Zoning Map.		
3	What is the use of the proposed site? – Is the anticipated use clearly identified in the plans? Is the use allowed in the zoning district? See Article V of the Zoning Regulations.		
4	Is this a legal nonconforming use? – Legal, nonconforming uses may not be expanded. See Section 4-5 of the Zoning Regulations.		
5	Boundary survey provided?		
6	Plat showing property line abandoned submitted (if applicable)? If buildings are proposed over property lines, the recording of a combination plat is required prior to issuance of a permit. See Subdivision Regulations.		
7	Any variances approved for proposed site/project? If so, is the variance noted on the site plan sheet (date granted and nature of variance) and any other plan sheet to which the variance is applicable?		
8	Building setbacks (front _____, side _____, rear _____) Are the setback lines shown and labelled on the site plan sheet? See Article VI of the Zoning Regulations.		
9	Dumpster – Is a dumpster shown? (In most new development, one should be.) Is it observing the required setbacks for the zoning district? Is an eight-foot opaque screen specified for all four sides? Is there a note indicating the need for a separate permit? See Section 6-13 of the Zoning Regulations.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
10	Mechanical equipment screening – Is all mechanical (whether ground, raised, or rooftop) and electrical equipment shown on the site plan sheet? Is it screened as required by Section 6-13 of the Zoning Regulations?		
11	Minimum lot area per dwelling unit – for multi-family development – 1500 SF/unit, 1200 SF/unit where common parking is provided – Are the number of units and the area of the subject parcel stated on the site plan sheet? See Section 6-1(a)(2) of the Zoning Regulations.		
12	Maximum lot occupancy – for multi-family development – 70 percent – Are the building footprints labelled in SF and the area of the subject parcel stated on the site plan sheet? See Section 6-1(d)(5) of the Zoning Regulations.		
13	Common open space – for cluster residential (15%), townhouse (15%), manufactured home parks (20%), and multi-family (20%) developments – Are the open space areas identified and labelled in SF on the site plan sheet or a common open space exhibit? Do those areas, when totaled, equal the minimum amount of open space required? See Section 6-15 of the Zoning Regulations.		
14	Sign(s) – Are any proposed signs/sign structures shown on the plans? (If so, they should be removed.) Is there a note on the site plan sheet stating a separate sign permit is required and stating the point of contact for signs is Kathleen Broughton at (843) 740-2581? See Article VIII of the Zoning Regulations (and individual overlay districts in Article V, if applicable). Are existing signs shown labelled “existing”?		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
15	Tree survey (for hardwood trees 8” dbh and pine trees 20” dbh) and cutting plan – Does the plan show the trees to be removed marked with an “X” overlaid by the proposed site plan? Is there a tree cutting chart (see “Calculating Tree Mitigation” chart on page 6 of this document)? Removal of grand trees is permitted only after a finding by the zoning administrator and city horticulturist that an applicant has demonstrated through an examination of various site designs that there is no practical alternative location of a building, drainage pond, driveway, or other building design that would leave the grand tree in place and in good health. Have alternative site layouts been provided to demonstrate that removal of the grand trees is unavoidable? See Section 6-16 of the Zoning Regulations .		
16	Grand tree encroachment - No encroachment greater than 25 percent, on one side only, is allowed within the dripline of a grand tree without an approved variance – Do the plans show any proposed encroachments into the dripline of grand trees? If so, are the encroachments less than 25 percent of the dripline, and on one side only? Or has a variance been granted and referenced on the site plan and/or tree protection exhibits? Has an arborist’s letter been provided meeting the requirements of Section 6-16(g)(2) of the Zoning Regulations ?		
17	Tree replacement plan submitted and approved – Do the plans show tree protection to be provided at the dripline of all hardwoods 8” or greater DBH, all pines 20” or greater DBH, and any trees 2” to 7” being proposed for mitigation? Does the landscaping plan sheet show the proposed mitigation trees marked with an “M,” if required per the tree cutting chart calculation? Alternatively, do the plans reflect a payment into the City’s tree bank (\$435 per each 2” tree foregone)? See Section 6-16(e) of the Zoning Regulations . Note that trees cannot be double-counted (for example, buffer trees required cannot be counted toward the parking-lot canopy tree requirement as well).		
18	Tree protection barriers installed and inspected - Tree protection detail should show protection at the dripline of each protected tree. The protective barrier must consist of orange safety fencing, not less than three feet high and supported by wood/metal poles. Please note that approval of the barricades would need to occur prior to the issuance of a building permit.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
19	Type “A” buffer requirement met (minimum width of 5 ft. – 20 ornamental shrubs, 2 canopy trees, and 3 understory trees per 100 linear ft of road frontage) – Required along all street frontages. For each segment of street frontage, is the length (frontage) and depth (5-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 6-12 of the Zoning Regulations. Please note street frontage buffer requirements differ in the overlay districts; see Article V of the Zoning Regulations.		
20	Type “A” buffer waived (B-1, B-1A, and B-2 zoning districts) – See Section 6.2.1(a) of the Zoning Regulations.		
21	Type “A” buffer waived less than 20% improvement – See Section 6-14(b) of the Zoning Regulations. Please note this provision does not apply to properties in the overlay districts. Also, be aware that the Type A buffer will be required if/when a new business license is sought.		
22	Type “B” buffer requirement met (minimum width 10 ft. – 2 deciduous trees planted 40 to 60 ft. on center and 8 evergreen plants 10 ft. on center per 100 linear feet) – See Section 6-12(d)(2) of the Zoning Regulations for where buffer is required (generally, between residential and commercial uses; also between dissimilar residential uses). Please note buffer requirements differ in the overlay districts; see Article V of the Zoning Regulations. For each required buffer area, is the length and depth (10-foot minimum) noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? Or is an eight-foot opaque fence being substituted for the Type B buffer per Section 6-12(f)(2) of the Zoning Regulations?		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
23	Type “C” buffer requirement met (minimum width 20 ft. – 20 ornamental shrubs, 10 understory trees, and two canopy trees per 100 linear feet. Additionally, installation of an 8 ft. opaque privacy fence or wall located between 5 and 10 ft. from the property line is required, and the plant material shall be located between the building and the fence. The plant materials should be planted staggered in at least two rows in an alternating fashion to form a continuous opaque screen of plant materials. See Section 6-12(d)(3) of the Zoning Regulations for where buffer is required (generally, between residential and industrial uses). Please note buffer requirements differ in the overlay districts; see Article V of the Zoning Regulations . For each required buffer area, is the length and depth (20-foot minimum) noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? Is an eight-foot fence or wall shown five to ten feet from the property line?		
24	Buffer conflict – If an easement, easement holder, or existing infrastructure (overhead power lines, underground water lines, etc.) prohibits the installation of any buffer where otherwise required, please provide evidence of the conflict <u>and</u> propose a reasonable substitution (for example, relocating buffer behind existing easement, substituting understory for canopy trees, etc.) on the landscaping plan sheet, with an explanatory note. See Section 7-2 of the Zoning Regulations .		
25	Plant schedule – Does the plant schedule match the quantities shown in the landscaping plan? Are the specified trees and shrubs on the City’s approved lists (included at the end of this file)? Are the species proposed identified with the correct height, caliper, or gallon size (from approved lists)?		
26	Landscaping maintenance – Maintenance of required landscaped areas is the responsibility of the property owner. All such areas shall be properly maintained so as to assure the survival and aesthetic value of the landscaping and shall be provided with an irrigation system or a readily-available water supply. Failure to monitor such areas is a violation of the City’s ordinance and may be remedied in the manner prescribed for other violations. Is a statement identifying how this requirement will be satisfied included on the landscaping plan sheet? See Section 6-14(f) of the Zoning Regulations .		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
27	Planting of canopy trees at a rate of 1 per 10 parking spaces – See Section 6-14(e)(4) of the Zoning Regulations .		
28	Interior parking lot landscaping – (Institutional use – 15%, Industrial/wholesale/storage uses – 5%, Office/warehouse office uses – 10%, Commercial retail service uses – 5%) – Is the total area of the parking lot stated in square feet? Is the landscaped area of the parking lot stated in square feet? See Section 6-14(d)(2) of the Zoning Regulations .		
29	Jurisdictional wetland buffer – Are any wetlands on the property? Are they shown on the plans? If so, is a 50-foot buffer shown, and no improvements shown within the buffer, other than those allowed by Section 6-17 of the Zoning Regulations ? If wetlands are being filled, is the permit number noted on the plans and a copy provided for the City’s records? (Different standards apply in the Dorchester Road Corridor I overlay district and the Ashley River scenic districts; see Article V of the Zoning Regulations .)		
30	Site lighting 18’ cut-off light fixture – residentially zoned Site lighting 24’ full cut-off fixtures – commercially zoned Site lighting 30’ full cut-off fixtures – industrially zoned Site lighting 40’ major arterial roadway Is any new site lighting proposed for the project? Is the appropriate mounting or pole height specified? Are full cut-off light fixtures specified? If no lighting is proposed, is there a note stating such on the site plan sheet or utility plan sheet? See Section 4-17 of the Zoning Regulations .		
31	Parking Standard used to determine on-site parking requirement – Is a parking calculation included in the plans? Does it provide the information needed to determine the required parking per Section 4-10 of the Zoning Regulations ? Is the minimum number of parking spaces shown on the site plan layout?		
32	Total number of parking spaces needed:		
33	Total number of parking spaces provided:		
34	Parking spaces 9’x19’ and driveway aisles 24 ft. minimum in width Compact spaces – Are the dimensions of the parking spaces noted (including on any handicapped spaces to be provided), and do they meet the requirements of Section 4-10(d) of the Zoning Regulations ? Are the driveway aisles labelled at a minimum of 24 feet wide per definition of “driveway aisle” in Section 3-2 of the Zoning Regulations ?		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
35	Sidewalks – Are any existing sidewalks shown on the plans, labelled as “existing,” with width and material, if known? For any street frontages without existing sidewalk, is installation of a sidewalk shown on plans, labelled with the width and material? If the sidewalk is to be located on the subject parcel, a recorded plat showing the pedestrian access easement will be required prior to issuance of the certificate of occupancy. Is a sidewalk provided into the subject parcel from the ROW sidewalk? See Section 18-52 of the Subdivision Regulations .		
36	Traffic Impact Analysis – If the site to be developed is more than five acres (regardless of intended use), has a TIA been provided? Was the TIA prepared by a consultant independent of the site designer? Have any required improvements been provided, bonded, or shown on proposed plans? See Section 4-18 of the Zoning Regulations .		
37	Sight visibility – Is any work proposed at an intersection? See Section 4-13 of the Zoning Regulations .		
38	Work being performed in right-of-way – Is any work being proposed in the right-of-way? If so, has an encroachment permit been obtained from the City for City streets or easements? Or has an encroachment permit been obtained from the SCDOT for state roads and a copy provided for the City’s records?		
39	Access easement – If the site is to be accessed through a private road or from another parcel, has a copy of the access easement, plat, and/or agreement been provided for the City’s records?		
40	Letter from easement holder, if applicable – If any easements are shown on the plans or property plat and any improvements (including landscaping) are proposed with the easement(s), has the easement holder provided written permission? Has a copy of the approval been provided for the City’s records?		
41	Off-site improvements – If any improvements or tree removals proposed on an adjacent parcel are shown on the plans, has a copy of the property owner’s consent been provided for the City’s records?		
42	POA letter – Has an ARB/POA approval letter been provided, if applicable? See S.C. Code Section 6-29-1145 .		
43	MS4 approval – Please note a permit will not be issued until the MS4 approval is granted by the Public Works Department, if applicable.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
44	Sewer – Is the sewer provider (North Charleston Sewer District or Dorchester County Water and Sewer Department) aware of the project?		
45	Clear Zone/Accident Potential Zone – Is the property located in a clear zone (CZ) or accident potential zone (APZ) of the Charleston International Airport/Charleston Air Force Base? (See Interactive Zoning Map ; select Map Layer “AICUZ”). Location in a CZ or APZ may result in recommended building height and uses by the Air Force. For confirmation and information, please contact Mr. William Werrell at (843) 963-1496.		
46	CARTA – The Charleston Area Regional Transportation Authority (CARTA) has requested notification at (843) 529-0400 of upcoming large projects.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

Supplemental requirements in the Dorchester Road Corridor I overlay district

#	Requirement	Sheet	Comment
1	Ashley River Scenic district – Staff checks to see if the property is in one of the scenic districts. See Sections 5-8 through 5-10 of the Zoning Regulations.		
2	SR642 (Dorchester Road) buffer – 40’ uninterrupted buffer – 6 canopy trees, 10 understory trees, and 40 shrubs per 100 linear feet of frontage, except those in HICN areas. See Section 5-11(b)(1) of the Zoning Regulations.		
3	Curb cuts – Are any curb cuts proposed on Dorchester Road? If yes, are their locations compliant with Section 5-11(d) of the Zoning Regulations?		
4	Parking lot location – No parking areas are permitted between buildings and Dorchester Road buffer. Confirm compliance. See Section 5-11(i)(2) of the Zoning Regulations.		
5	SR642 (Dorchester Road) buffer in HICN – 6 canopy trees and 40 shrubs per 100 linear feet of frontage – For each segment of Dorchester Road frontage, is the length (frontage) and depth (40-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? Confirm that all existing vegetation 6” and greater DBH is being retained. See Section 5-11(b)(1)(E) of the Zoning Regulations.		
6	Street frontage buffers for streets, both public and private, other than Dorchester Road (commercial/office uses) – 15 ft. minimum – 3 canopy trees, 3 understory trees, and 25 shrubs per 100 linear feet of frontage – For each segment of street frontage, is the length (frontage) and depth (15-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-11(b)(2)(A) of the Zoning Regulations.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
7	Front residential buffers required for single-family uses across from any use other than single-family – opaque 50 ft. – 8 canopy trees, 12 understory trees, and 50 shrubs per 100 linear feet of frontage when existing vegetation is not sufficient. For each segment of buffer, is the length and depth (50-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-11(b)(2)(C) of the Zoning Regulations.		
8	Side and rear residential buffers – opaque 50 ft. required for properties zoned for or used for commercial, office, and multi-family uses abutting single-family use or zoning – 8 canopy trees, 12 understory trees and 50 shrubs per 100 linear feet when existing vegetation is not sufficient. For each segment of buffer, is the length and depth (50-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-11(b)(2)(D) of the Zoning Regulations.		
9	Loading zone buffers – Is the business likely to have a loading zone? If so, is one shown? Is it located so as not to be visible from rights-of-way and/or residential properties? See Section 5-11(b)(2)(E)(1) of the Zoning Regulations.		
10	Jurisdictional wetland buffer – Are any wetlands on the property? Are they shown on the plans? If so, is a 25-foot buffer shown, and no improvements shown within the buffer, other than those allowed by Section 5-11(b)(3) of the Zoning Regulations? If wetlands are being filled, is the permit number noted on the plans and a copy provided for the City’s records? (Different standards apply in the Ashley River scenic districts; see Sections 5-8 through 5-10 of the Zoning Regulations.)		
11	Building materials – Have building elevations been provided for confirmation of compliance with Section 5-11(f)’s prohibition on unadorned concrete masonry units or corrugated and/or sheet metal shall front upon any existing public or private rights-of-way?		
12	Height limit – 25’ for ON and 35’ in single-family residential areas. See Section 5-11(k) of the Zoning Regulations.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
13	Utilities – Are all junction and access boxes shown on the site plan and landscaping plan sheets with screening sufficient to be completely obscure from view? Are all utility pad features and meters shown on the site plan sheet? Is there a note on the site plan sheet or utility plan sheet that all utility lines (such as electric, telephone, cable TV, or other similar lines serving individual sites, as well as all utility lines necessary within the property) shall be placed underground? See Section 5-11(g)(1) of the Zoning Regulations .		
14	Street trees – planted 40’ on center for newly-dedicated roadways where power line not present or 1 crepe myrtle “Natchez” variety 20’ on center where power line present. See Section 5-11(j) of the Zoning Regulations .		
15	Impervious surface – maximum 80 percent of parcel area – Is the percentage of impervious surface (buildings, parking areas, walkways, other structures) shown on the plan? Is the area of the parcel given? Is the percentage of the parcel covered by impervious surface 80 percent or less? See Section 5-11(i)(3) .		

Note: The City collects impact fees (\$2500 per new residential unit) at the time of permitting on behalf of [Dorchester County School District 2](#).

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

Supplemental requirements in the Dorchester Road Corridor II overlay district

#	Requirement	Sheet	Comment
1	Ashley River Scenic district – Staff checks to see if the property is in one of the scenic districts. See Sections 5-8 through 5-10 of the Zoning Regulations .		
2	Signage review – Are there any signs on the subject property which are not conforming to the overlay district’s sign requirements? See Section 5-12(d) and (h)(i)(3)(ii) of the Zoning Regulations .		
3	Street frontage buffers for streets, both public and private (commercial/office uses) – 15 ft. minimum – 3 canopy trees, 3 understory trees, and 25 shrubs per 100 linear feet of frontage – For each segment of street frontage, is the length (frontage) and depth (15-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-12(b)(1) of the Zoning Regulations .		
4	Loading zone buffers – Is the business likely to have a loading zone? If so, is one shown? Is it located so as not to be visible from rights-of-way and/or residential properties? See Section 5-12(b)(4)(i) of the Zoning Regulations .		
5	Building materials – Have building elevations been provided for confirmation of compliance with Section 5-12(e) ’s prohibition on unadorned concrete masonry units or corrugated and/or sheet metal shall front upon any existing public or private rights-of-way?		
6	Utilities – Are all junction and access boxes shown on the site plan and landscaping plan sheets with screening sufficient to be completely obscure from view? Are all utility pad features and meters shown on the site plan sheet? Is there a note on the site plan sheet or utility plan sheet that all utility lines (such as electric, telephone, cable TV, or other similar lines serving individual sites, as well as all utility lines necessary within the property) shall be placed underground? See Section 5-12(f) of the Zoning Regulations .		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

Supplemental requirements in the Ladson Road overlay district

#	Requirement	Sheet	Comment
1	Street frontage buffers for streets, both public and private (commercial/office uses) – 15 ft. minimum – 3 canopy trees, 3 understory trees, and 25 shrubs per 100 linear feet of frontage – For each segment of street frontage, is the length (frontage) and depth (15-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-13(b)(1)(A) of the Zoning Regulations.		
2	Loading zone buffers – Is the business likely to have a loading zone? If so, is one shown? Is it located so as not to be visible from rights-of-way and/or residential properties? See Section 5-13(b)(1)(D)(ii) of the Zoning Regulations.		
3	Building materials – Have building elevations been provided for confirmation of compliance with Section 5-13(e)'s prohibition on unadorned concrete masonry units or corrugated and/or sheet metal shall front upon any existing public or private rights-of-way?		
4	Utilities – Are all junction and access boxes shown on the site plan and landscaping plan sheets with screening sufficient to be completely obscure from view? Are all utility pad features and meters shown on the site plan sheet? Is there a note on the site plan sheet or utility plan sheet that all utility lines (such as electric, telephone, cable TV, or other similar lines serving individual sites, as well as all utility lines necessary within the property) shall be placed underground? See Section 5-13(f)(1) of the Zoning Regulations.		

Note: This checklist is provided for information and guidance only. Please refer to the City's Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

Supplemental requirements in the University Boulevard overlay district

#	Requirement	Sheet	Comment
1	Street frontage buffers for streets, both public and private (commercial/office uses) – 15 ft. minimum – 3 canopy trees, 3 understory trees, and 25 shrubs per 100 linear feet of frontage – For each segment of street frontage, is the length (frontage) and depth (15-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-14(b)(1)(A) of the Zoning Regulations.		
2	Commercial side and rear buffers – An opaque 25’ buffer along that side of the commercially zoned or used parcel and 8 ft. privacy fence with the finished side facing the abutting residential area shall be installed parallel to the property line and either (a) setback at least 3 ft. from the property line or (b) along the property line so long as there is a permanent, non-revocable easement of at least 3 ft. in width – For each segment of buffer, is the length and depth (25-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? Is a fence shown and an easement provided, if set at property line? See Section 5-14(b)(1)(B) of the Zoning Regulations.		
3	Front residential buffers required for single-family uses across from any use other than single-family – opaque 50 ft. – 8 canopy trees, 12 understory trees, and 50 shrubs per 100 linear feet of frontage when existing vegetation is not sufficient. For each segment of buffer, is the length and depth (50-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-14(b)(1)(C) of the Zoning Regulations.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

#	Requirement	Sheet	Comment
4	Side and rear residential buffers – 25 ft. required for properties zoned for or used for commercial, office, and multi-family uses abutting single-family use or zoning – 8 canopy trees, 12 understory trees and 50 shrubs per 100 linear feet when existing vegetation is not sufficient – For each segment of buffer, is the length and depth (25-foot minimum) of the buffer noted? Is a breakdown provided showing the buffer requirements and what materials are being proposed to meet those requirements? See Section 5-14(b)(1)(E) of the Zoning Regulations.		
5	Loading zone buffers – Is the business likely to have a loading zone? If so, is one shown? Is it located so as not to be visible from rights-of-way and/or residential properties? See Section 5-14(b)(1)(E)(i) of the Zoning Regulations.		
6	Building materials – Have building elevations been provided for confirmation of compliance with Section 5-14(b)(1)(H)'s prohibition on unadorned concrete masonry units or corrugated and/or sheet metal shall front upon any existing public or private rights-of-way?		
7	Utilities – Are all junction and access boxes shown on the site plan and landscaping plan sheets with screening sufficient to be completely obscure from view? Are all utility pad features and meters shown on the site plan sheet? Is there a note on the site plan sheet or utility plan sheet that all utility lines (such as electric, telephone, cable TV, or other similar lines serving individual sites, as well as all utility lines necessary within the property) shall be placed underground? See Section 5-14(b)(1)(I)(1) of the Zoning Regulations.		
8	Noise – if applicable for businesses using outdoor speaker – must not be audible beyond property boundaries – See Section 5-14(b)(1)(J) of the Zoning Regulations.		

Note: This checklist is provided for information and guidance only. Please refer to the City's Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

CALCULATING TREE MITIGATION

#	Item required per Section 6-16(d)(4)	How calculated	Number
A	Total number of protected trees (significant and grand trees as defined below) on site (Pine trees less than twenty (20) inches DBH are not considered protected trees.)	$A = B + C$	
B	Significant trees (Excluding pine trees, all other trees of at least eight (8) inches DBH and less than twenty-four (24) inches DBH.)		
C	Grand trees (Excluding pine trees, any tree twenty-four (24) inches or greater DBH. Pine trees twenty (20) inches or greater DBH are also considered grand trees.) Note: Any healthy grand tree of twenty-four (24) inches DBH or greater (or twenty (20) inches or greater for pine trees), may be cut only after a finding by the zoning administrator and city horticulturist that an applicant has demonstrated through an examination of various site designs that there is no practical alternative location of a building, drainage pond, driveway, or other building design that would leave the grand tree in place and in good health. The approved cutting of any grand tree shall require inch for inch replacement regardless of where the tree is located, except for such cases involving pine trees, in which the replacement ratio will be half inch for inch cut. For example, inch for inch replacement of grand trees shall be required even if the grand tree falls in the footprint of proposed buildings, driveways or drainage ponds.		
D	Number of significant trees falling within the footprint of a proposed building or proposed driveway or drainage ponds		
E	Number of significant trees falling outside of the footprint of proposed buildings and proposed driveways or drainage ponds	$E = B - D$	
F	Number of trees representing twenty-five (25) per cent of those outside the footprints of buildings, driveways and drainage ponds	$F = E * .25$	
G	Number of significant trees outside the footprint of buildings, driveways, and drainage ponds which are proposed for removal		
H	Number and cumulative DBH of the trees proposed to be removed in excess of the twenty-five (25) per cent figure [F, above] (if any). Note: Except for pine trees, inch for inch replacement shall be required for all trees cut over and above the number representing twenty-five (25) per cent of those outside the footprint of buildings, driveways and drainage ponds. Pine trees are not considered significant trees. Pine trees shall not be used as mitigation trees and shall be replaced by other species native to the SC Lowcountry.		
I	The number of pine trees twenty (20) inches and greater DBH.		

Note: This checklist is provided for information and guidance only. Please refer to the City’s Zoning and Subdivision Regulations for all requirements. Also note that supplemental/alternate requirements may apply in overlay and scenic districts (see [Article V of the Zoning Regulations](#)), as well in planned development districts (however, where PDDs do not address a requirement, the standard requirement applies).

Questions about or suggestions for this checklist? Please email Eileen Duffy at eduffy@northcharleston.org.

Canopy Trees

Common name	Scientific name	Min. size at installation (ht, caliper, or gallons)	Expected height (ft)	Expected lifespan	Distance between trees (ft)	Native?	Deciduous?
Trident maple	<i>Acer buergerianum</i>	2 1/2" Caliper (8-10')	40-45	25-50	<40	Yes	No
Bosque elm	<i>Ulmus parvifolia 'Bosque'</i>	2 1/2" Caliper (8-10')	40-50	50+	<40	No	Yes
Allee elm	<i>Ulmus parvifolia 'Allee'</i>	2 1/2" Caliper (8-10')	40-50	50+	<40	No	Yes
Chinese pistache	<i>Pistacia chinensis</i>	2 1/2" Caliper (8-10')	30-35	25-50	<40	No	Yes
Nuttall oak	<i>Quercus nattallii</i>	2 1/2" Caliper (8-10')	50	50+	<40	Yes	Yes
Willow oak	<i>Quercus phellos</i>	2 1/2" Caliper (8-10')	60-70	50+	<40	Yes	Yes
Zelkova 'Village Green'	<i>Zelkova serrata 'Village Green'</i>	2 1/2" Caliper (8-10')	50-60	50+	<40	No	Yes
Bald cypress	<i>Taxodium distichum</i>	2 1/2" Caliper (8-10')	60-70	50+	<40	Yes	Yes
Drake elm	<i>Ulmus parvifolia 'Drake'</i>	2 1/2" Caliper (8-10')	35-45	50+	<40	Yes	Yes
Red maple 'October Glory'	<i>Acer rubrum 'October Glory'</i>	2 1/2" Caliper (8-10')	40-50	50+	<40	Yes	Yes
Red maple 'Summer Red'	<i>Acer rubrum 'Summer Red'</i>	2 1/2" Caliper (8-10')	40-50	50+	<40	Yes	Yes
Golden raintree	<i>Koelreuteria paniculata</i>	2 1/2" Caliper (8-10')	30-40	25-50	<40	No	Yes

Understory Trees

Common name	Scientific name	Min. size at installation (ht, caliper, or gallons)	Expected height (ft)	Expected lifespan	Distance between trees (ft)	Native?	Deciduous?
Crape myrtle	<i>Lagerstroemia indica</i>	6'	15-35	25-50	<20	No	Yes
Holly sp. (Foster)	<i>Ilex species</i>	6'	15-35	25-50	<20	Yes	No
Redbud	<i>Cercis canadensis</i>	6'	20-30	25-50	<20	Yes	Yes
Cherry laurel	<i>Prunus caroliniana</i>	6'	25-35	25-50	<20	Yes	No
Japanese magnolia	<i>Magnolia soulangeana</i>	6'	25-30	25-50	<20	No	Yes
Yaupon holly	<i>Ilex vomitoria</i>	6'	15-25	25-50	<20	Yes	No
Sweetbay magnolia	<i>Magnolia virginiana</i>	6'	30-40	25-50	<20	Yes	Yes
Dogwood	<i>Cornus florida</i>	6'	20-30	25-50	<20	Yes	Yes
Hornbeam	<i>Carpinus caroliniana</i>	6'	20-30	25-50	<20	Yes	Yes
Fringetree	<i>Chionanthus virginicus</i>	6'	15-20'	<25	<20	Yes	Yes
Ligustrum	<i>Ligustrum lucidum</i>	6'	10-15'	<25	<20	No	No
Chaste tree	<i>Vitex agnus-castus</i>	6'	10-15'	25-50	<20	No	Yes

NOTE: Other species may be added to these lists with the permission of the City's horticulturalist.

Shrubs							
Common name	Scientific name	Min. size at installation (ht, caliper, or gallons)	Expected height (ft)	Expected lifespan	Distance bet- ween trees (ft)	Native?	Decid- uous?
Carissa holly	<i>Ilex cornuta 'Carissa'</i>	3 gallon				No	No
Dwarf yaupon holly	<i>Ilex vomitoria 'Nana'</i>	3 gallon				Yes	No
Indian hawthorne	<i>Raphiolepis indica</i>	3 gallon				No	No
Pittosporum	<i>Pitosporum tobira</i>	3 gallon				No	No
Azalea sp.	<i>Rhododendron sp.</i>	3 gallon				Some	No
Loropetalum sp.	<i>Loropetalum chinense</i>	3 gallon				No	No
Sweetgrass	<i>Muhlenbergia capillaris</i>	3 gallon				Yes	No
Gardenia	<i>Gardenia jasminoides</i>	3 gallon				No	No
Viburnum sp.	<i>Viburnum sp.</i>	3 gallon				No	No
Elaeagnus	<i>Elaeagnus ebbingei</i>	3 gallon				No	No
Dwarf palmetto	<i>Sabal minor</i>	3 gallon				Yes	No
Waxleaf Ligustrum	<i>Ligustrum lucidum</i>	3 gallon				No	No
Glossy abelia	<i>Abelia grandiflora</i>	3 gallon				No	No

Screening Materials (Type C buffer)							
Common name	Scientific name	Min. size at installation (ht, caliper, or gallons)	Expected height (ft)	Expected lifespan	Distance bet- ween trees (ft)	Native?	Decid- uous?
Red cedar	<i>Juniperus virginiana</i>	6'	40-50	50+	10	Yes	No
Magnolia sp. (Alta)	<i>Magnolia grandiflora 'Alta'</i>	6'	20	50+	10	Yes	No
Magnolia sp. (Teddy Bear)	<i>Magnolia grandiflora 'Little Gem'</i>	6'	15-20	50+	10	Yes	No
Magnolia sp. (Little Gem)	<i>Magnolia grandiflora 'Teddy Bear'</i>	6'	40-50	50+	20	Yes	No
Magnolia sp. (Hasse)	<i>Magnolia grandiflora 'Hasse'</i>	6'	25-35	50+	10	Yes	No
Carolina Sapphire	<i>Cupressus glabra 'Carolina Sapphire'</i>	6'	50-60	50+	15	Yes	No
Leyland Cypress	<i>Cupressocyparis leylandii</i>	6'	60-70	25-50	15	No	No
Green Giant arborvitae	<i>Thuja X 'Green Giant'</i>	6'	50-70	50+	15	Yes	No
Nellie Stevens holly	<i>Ilex x 'Nellie Stevens'</i>	6'	20-30	25-50	10	No	No
Bald cypress	<i>Taxodium distichum</i>	6'	60-80	50+	25	Yes	Yes
East Palatka holly	<i>Ilex x 'East Palatka'</i>	6'	30-45	25-50	10	Yes	No
Cherry laurel	<i>Prunus caroliniana</i>	6'	25-40	25-50	15	Yes	No
Wax mrytle	<i>Myrica cerifera</i>	6'	15-25	<25	10	Yes	No

NOTE: Other species may be added to these lists with the permission of the City's horticulturalist.

Substitutions Permitted for Locations under Power Lines

Common name	Scientific name	Min. size at installation (ht, caliper, or gallons)	Expected height (ft)	Expected lifespan	Distance bet- ween trees (ft)	Native?	Decid- uous?
Crape myrtle 'Muskogee'	<i>Lagerstroemia 'Muskogee'</i>	8-10' single stem	15-20	25-50	<20	No	Yes
Crape myrtle 'Natchez'	<i>Lagerstroemia 'Natchez'</i>	8-10' single stem	15-20	25-50	<20	No	Yes
Crape myrtle, Natchez	<i>Lagerstroemia 'Tuscarora'</i>	8-10' single stem	15-20	25-50	<20	No	Yes
East Palatka holly	<i>Ilex x 'East Palatka'</i>	8-10' single stem	15-25	25-50	<20	Yes	No
Foster holly	<i>Ilex x 'Foster'</i>	8-10' single stem	15-25	25-50	<20	Yes	No
Japanese Evergreen oak	<i>Quercus acuta</i>	2" cal, 8' height	20-30	50+	<25	No	No

Prohibited Species

Common name	Scientific name
Chinese tallow	<i>Sapium sebiferum</i>
Bradford pear	<i>Pyrus calleryana</i>

NOTE: Other species may be added to these lists with the permission of the City's horticulturalist.