



## Residential Site Plans and As-Built Survey Requirements

Site plans for new residential construction projects and additions beyond the existing footprint of the dwelling shall consist of a current survey prepared by a South Carolina Licensed Land Surveyor. Site plans for minor development activities including deck additions and accessory structures may be based on older surveys if all existing property improvements are shown and these can be field verified. Below is a list of the information required to be shown on residential site plans and as-built surveys. Additional information may be required by the Development Administrator when it is determined the information is needed for a complete review. Please contact the Town of Surfside Beach Planning, Building and Zoning Department if you have questions.

***Upon completion of all land disturbing activities and prior to final inspection and receipt of a Certificate of Occupancy/ Certificate of Completion for new structures or additions, an updated as-built survey (to include stormwater management) (5 copies) shall be required, approved and recorded in the Horry County Register of Deeds prior to a final inspection being performed.***

All site plans and as-built surveys shall have the following information – additional information may be required by the Development Administrator when determined the information is needed for a complete review:

1. Must be prepared by a design professional (engineer, surveyor, or architect) and shall utilize an engineer's scale (1"=10', 1"=20', 1"=30, 1"=40', or 1"=50').
2. North arrow
3. Scale to be utilized
4. Current owner(s) of record
5. Common address of property
6. Legal Description/ Subdivision Name, Lot and Block/Tax Map Number/PIN Number
7. Zoning District Classification
8. Minimum front, sides and rear setback information
9. Actual front, sides and rear setback information at completion of construction
10. Minimum lot area required by zoning district (lot area, width, depth)  
Actual lot dimensions and area in square feet
11. Maximum lot coverage allowed by zoning district (percentage)
12. Actual lot coverage. Lot Coverage calculated as a percentage of lot coverage to lot area including:  
Primary buildings and all accessory buildings
13. Maximum impervious coverage allowed in zoning district
14. Actual impervious coverage. Including but not limited to:
  - a. Primary buildings and accessory buildings
  - b. Patios, driveways, parking areas, concrete, asphalt
  - c. All concrete surfaces (including concrete walkways, those around pool area and those built for mechanical equipment)
  - d. All other impervious features on parcel
15. Maximum building height allowed in zoning district
16. Actual building height (measured to peak of roof)

17. Number of trees with dimensional standards required by zoning
18. Actual trees with dimensions on site after construction
19. Landscape total (SF) required by zoning district  
Total required:  
Total in Front yard:
20. Actual landscape total (SF) after construction  
Total required:  
Total in Front yard:
21. Number of off-street parking required per zoning district (Residential = 1 space per bedroom) (Bedroom shall mean any room in a dwelling unit that is oriented as having the characteristics of a sleeping room. Any room which by size or location will accommodate permanent or temporary sleeping equipment, such as but not limited to: standard mattress/box spring beds, pull down (Murphy) beds, futons, sleeper sofas, waterbeds, inflatable mattresses and day beds, shall be considered a bedroom for the purpose of administering and enforcing this chapter. Rooms designated kitchen, bathroom, dining room, or living room/great room shall be excluded provided they include the customary attributes of so named rooms and are placed in the floor plan in the customary arrangement for such a room. For the purposes of counting bedrooms, only one (1) living room/great room, dining room, and kitchen designation is permitted per dwelling unit).
22. Number of bedrooms (as defined above)
23. Actual number of off street parking provided and shown on survey (including spaces proposed under structures) and driveway width from the street to the house. Parking Spaces shall be 9x18 in size
24. Parcel boundaries and the location and names of adjacent streets
25. Location and dimensions of proposed and existing structures, with distance to all property lines and other structures. Identify each building by its use (garage, single family detached, pool etc.)
26. Surface water drainage patterns
27. Driveways with dimensions
28. Any existing (utility or drainage) located on the property. Easement lines and dimensions.
29. Location of mechanical equipment. If located within the footprint of the building a notation should state where the mechanical equipment is. (i.e. HVAC located on top front deck). If outside of building footprint all mechanical equipment must meet setback requirements.
30. Stairs and/or steps setbacks from property lines
31. Certification statement: All construction standards comply with the 2015 IRC standards
32. The location of existing fences and other structures
33. Location, species and diameter of trees on property
34. Critical areas and buffers as follows:
  - a. All floodplain lines - AE, VE, or Coastal A-zones that run through the parcel certified by a registered land surveyor or professional engineer with the FIRM map number and date the map was enacted.
  - b. Wetlands, streams, ponds, drainage swales.
  - c. Shore protection line/OCRM critical line etc.
  - d. Location of all dunes and dune system contours, labeling the dune crest and both the landward and ocean ward dune toes.
  - e. All watercourses on the parcel.
35. Statement for Permanent Maintenance for Stormwater Systems as follows:

A "Town of Surfside Beach Covenants for Permanent Maintenance of Stormwater Systems" has been recorded in the Horry County Register of Deeds in Deed book \_\_\_\_\_ page # \_\_\_\_\_ for this parcel. The property owner shall permanently be responsible for continued maintenance of the stormwater system on the property".
36. Land Surveyor Certification and contact information

The information provided in the grid is not inclusive. All required information must be on the site plan and as-built before approval.

**TOWN OF SURFSIDE BEACH**

1. OWNER/APPLIANT: \_\_\_\_\_
2. CURRENT OWNER OF RECORD: \_\_\_\_\_
3. SUBJECT PROPERTY IS KNOWN AS BLOCK \_\_\_\_\_ LOT \_\_\_\_\_
4. COMMON ADDRESS: \_\_\_\_\_
5. SUBJECT PROPERTY IS LOCATED IN FLOOD ZONE \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_
6. REQUIREMENTS:

	<u>REQUIRED</u>	<u>EXISTING</u>		<u>REQUIRED</u>	<u>EXISTING</u>
LOT AREA (SF)	_____	_____	TOTAL LOT COVERAGE %	_____	_____
WIDTH (FT)	_____	_____	TOTAL IMPERVIOUS COVERAGE %	_____	_____
DEPTH (FT)	_____	_____	BUILDING HEIGHT (FT. AND STORY)	_____	_____
			OFF STREET PARKING SPACES	_____	_____

\*OFF STREET PARKING SPACES MUST BE SHOWN TO SCALE ON AS BUILT SURVEY

SETBACKS	<u>REQUIRED</u>	<u>EXISTING</u>		<u>REQUIRED</u>	<u>EXISTING</u>
FRONT (FT)	_____	_____	NUMBER OF TREES	_____	_____
REAR (FT)	_____	_____	LANDSCAPE TOTAL (SF)	_____	_____
SIDE (FT)	_____	_____	FRONT YARD LANDSCAPING (FT)	_____	_____

ACCESSORY BUILDING SETBACKS			POOL (DIMENSION/FT)	_____
REAR (FT)	_____	_____		
SIDE (FT)	_____	_____		

THIS PROPERTY IS LOCATED IN FLOOD ZONE \_\_\_\_\_ THIS PROPERTY IS SUBJECT TO ALL EASEMENTS  
ACCORDING TO FEMA FIRM MAP NO. \_\_\_\_\_ AND RESTRICTIONS OF RECORD.  
DATED: \_\_\_\_\_

ALL CONSTRUCTION TO COMPLY WITH THE 2015 IRC STANDARDS.

## **Stormwater As-Built Plans**

**Stormwater As-built plans shall meet all requirements of Chapter 14, Article III of the Town's Code of Ordinances found on the Town's Website at [www.surfsidebeach.org](http://www.surfsidebeach.org)**

- (a) The applicant shall be required to adhere strictly to the stormwater management plan submitted by the applicant and approved by the planning, building and zoning department. Any changes or amendments to the plan must be approved by the department officials in accordance with the procedures set forth in this article for obtaining stormwater management plan approval. Town officials shall, and are granted by this section, inspection rights and right of entry privileges in order to ensure compliance with the requirements of this article.
- (b) After completion of the project and prior to issuance of a certificate of occupancy, planning, building and zoning department officials shall require from the applicant ***that the professional engineer in charge certify compliance with terms of the approved stormwater management plan and permit.***

***The applicant shall provide an "as-built" plan (based on field inspections), signed and sealed by a registered professional, to be submitted upon completing of the stormwater management facilities included in the stormwater management and sediment control plan. The registered professional shall state that:***

- (1) The facilities have been constructed as shown on the "as-built" plan; and***
- (2) The facilities meet the approved stormwater management and sediment control plan and specifications or achieve the function for which they were designed; and***

***Statement for Permanent Maintenance for Stormwater Systems as follows:***

***A "Town of Surfside Beach Covenants for Permanent Maintenance of Stormwater Systems" has been recorded in the Horry County Register of Deeds in Deed book \_\_\_\_\_ page # \_\_\_\_\_ for this parcel. The property owner shall permanently be responsible for continued maintenance of the stormwater system on the property".***