



# Commercial Land Use Permit Application FAQs

## What is a land use permit and why is one needed?

- **Land Use**- a use of land that may result in an earth change, including but not limited to commercial, industrial, recreational, agricultural practices, or other development, private and public highway, road, and stream construction, and drainage construction.
- **Permit**- A document issued by the proper authority authorizing the applicant to undertake certain activities and development.
- Land Use Permits are required by Anderson County Chapter 24 Land Use Ordinance.

## Types of Land Uses

- **Commercial**- A land use or other activity involving the sale of goods or services for financial gain.
  - Examples: Warehouses, Retail Stores, Office Buildings, Medical Centers, Malls, Hotels
- **Industrial**- A business use or activity at a scale greater than home industry involving manufacturing, fabrication, assembly, warehousing, and/or storage.
  - Examples: Sawmills, Boat Storage, Automotive, Technology
- **Multi-Family (Dwelling)**- a dwelling or group of dwellings on one lot, containing separate living units for three or more families, having separate or joint entrances.
  - Examples: Houses, Apartments, Condominium Projects, Mobile Home Parks, RV Parks
- **Institutional**- an organization established to serve a social, educational, or religious purpose
  - Examples: Schools, Churches, Hospitals, Prisons
- **Other**- Uses that cannot be categorized as commercial, industrial, multi-family, or institutional
  - Examples: Greenhouses, Camps, Single- Family Homes, Habitual Dwelling Structures

## Ordinances for Anderson County Land Use

- Chapter 24- Land Use
- Where to locate Anderson County Chapter 24 Code of Ordinances
  - [https://library.municode.com/sc/anderson\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH24LAUS](https://library.municode.com/sc/anderson_county/codes/code_of_ordinances?nodeId=COOR_CH24LAUS)

## The Following Land Uses are required to be heard and approved by the Anderson County Planning Commission

<b>A Land Use Review Application is required for the following uses</b> (located on the Development Standards Webpage)	
Hazardous Waste and Nuclear Waste Disposal Sites	Motorsport Facilities and Testing Tracks
Mining and Extraction Operations	Gun Clubs, Skeet Ranges, Outdoor Firing Range
Stockyards, Slaughterhouses, Animal Auction Houses	Land Fills
Water and Sewage Treatment Facilities	Electrical Substations
Prisons	Recycling Stations
Transfer Stations	Schools
Water and Sewer Lines	Large Scale Projects
Tattoo Facilities	Mobile Home Parks/ RV Parks
Sexually Oriented Businesses	Salvage, Junk, and Scrap Yards



# Commercial Land Use Permit Application FAQs

## How to submit a Land Use Permit Application

- Completed applications can be submitted by mailing or bringing in a physical copy of the application into the office along with supporting documents (reference application checklist, page 4 of packet).
- Failure to submit applications in the following manor will result in the delay of the application being processed and meeting deadlines.

## When to submit payment for a Land Use Permit Application

- All Payments must be submitted at the same time as applications.
- Failure to submit payment at the same time as application submittals will result in the delay of the application being processed.

## How to submit payment for a Land Use Permit Application

- The following forms of payment are accepted:
  - Cash (in person only, do not mail)
  - Check (in person or by mail)
  - Card (in person or over the phone)
- All card payments are subject to a 1.75% processing fee
- Please make all checks out to Anderson County Development Standards

## Important:

- ❖ A land use permit is not needed if an applicant if wanting to obtain a vacant building and occupy it with a use that was similar with its previous occupancy. An **up-fit to existing buildings** application would be required instead. This application can be found on the Development Standards webpage.
- ❖ If **acquiring a new sign**, a separate **sign permit application** must be submitted after a land use permit is approved.
  - Sign permit applications can be found on the development standards webpage.



# Commercial Land Use Permit Application

**Processing Fee Varies (Reference Page 4)**

**Date Application Received:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

### Please check intended use for project

Commercial    Industrial    Multi-Family    Institutional    Other

**Owner's Information (Lease Agreement OR Letter of Authorization  
Required from Property Owner's at the time of submittal)**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Applicant Information**

Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone and Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**Project Engineer/Company Information (If Applicable)**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Project Information**

Type of Business (Use): \_\_\_\_\_

Property Location: \_\_\_\_\_

Parcel Number(s)/TMS: \_\_\_\_\_

County Council District: \_\_\_\_\_ School District: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Total Acreage Disturbed: \_\_\_\_\_

Current Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

Existing Building on Site: Yes or No \_\_\_\_\_ New Square Footage Added: \_\_\_\_\_

Total Building Square Footage: \_\_\_\_\_

Project Description: \_\_\_\_\_

Please note if: *New Construction    Renovation    Addition*

Fire Hydrant(s) at Location: Yes, how many \_\_\_\_\_ No:

*It is the responsibility of the applicant to contact the Fire Marshall for all projects at (864) 260-4012.*

E-911 Address: \_\_\_\_\_

*The Development Standards Office will forward a copy of your site plan over to E-911/Addressing. An address will be assigned after review from the Development Standards Office.*



# Site Plan Information Requirements

## For New Construction or Additions

The following is to aid the applicant in developing a complete site plan for submittal to be approved.

The site plan must be drawn to scale, such as one (1) inch equals twenty (20) feet (Appropriate scales are 20 feet, 30 feet, 40 feet, 50 feet, 60 feet, 80 feet or 100 feet)

Include a vicinity map

Indicate the land use or what for the property will be used

Identify floodplain, if located on the property

Identify adjacent land use surrounding the property, such as residential, commercial, industrial, etc...

Identify all existing buildings located on the property

Identify building height of the proposed structure

Identify the size of building, such 20 feet by 40 feet

Identify the location of any utilities if available

Show front, side and rear setbacks

Indicate if this is a corner lot or not

Show all entrances and exits

Show all right-of-ways (contact SCDOT at (864) 260-2215, if located on a State road or the Anderson County Roads & Bridges Department at (864) 260-4190, if located on a County road)

Indicate traffic circulation patterns and traffic flow

Identify parking/off-street spaces (include dimensions along with the number provide)

Identify the percentage of impermeable areas, if applicable (Divide the total area of all impervious surfaces within the site – areas that do not absorb water, such as buildings, parking areas, driveways, roads, sidewalks, areas of concrete and asphalt – by the base site area)

Identify the percentage of open space area, if applicable (Divide the total amount of open space within the site by the total site area)

Identify aisle dimensions for parking areas

Identify handicap parking spaces, handicap signage, handicap ramp – show the building as being ground level

Identify bufferyard requirement, show where proposed, including the size and type of plant material (Note: The purpose of buffers is to reduce nuisances between adjacent land uses and promote compatibility. Please see the Bufferyard Illustration Chart for options.)

Additional Requirements/Comments: \_\_\_\_\_

Have you researched your Private Covenants/Deed restrictions at the Anderson County Register of Deeds? Yes No  
Date visited ROD or Date searched online: \_\_\_\_\_

Private Covenants or Deed Restrictions on the Property: Yes No

If you indicated no and covenants/deed restrictions are discovered after application submittal, the application and any approvals will be null and void.

If you indicated yes, please provide a copy of your covenants and deed restrictions with this application - pursuant to State Law (Section 6-29-1145: July 1, 2007) - determining existence of restrictive covenants. Copies may be obtained at the Register of Deeds Office. It is the applicant's responsibility for checking any subdivision covenants or private covenants pertaining to the property

## Application Checklist

The following checklist is to aid the applicant in providing the necessary materials for submittal.

### **The Commercial Land Use Permit Cannot be Approved without the proper Permits** Application Submittal Requirements and Process

To submit a Commercial Land Use Permit Application, you must provide the following to the Development Standards Office :

- Completed and Signed Commercial Land Use Permit Application
- One (1) Copy of all Private Covenants and Deed Restrictions Related to the property, if applicable.
- Check made payable to Anderson County for Commercial Land Use Permit Application Fee, (See attached Fee schedule).

To submit a Site Plan, you must provide the following to the Development Standards Office:

- Completed and Signed Commercial Land Use Application
- Two (2) Copies of the Site Plan (Including a breakdown of the square footage for each use.)  
(If the property is less than one (1) acre, please complete the Land Disturbing Activity Information Sheet. I

Bufferyard/Landscaping Site Plan, (Land Use Sec.24-119).

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Failure to install and maintain adequate control measures to prevent any adverse impact on adjacent property, waterways or roadways may result in failure or a delay of any initial building inspection. (Reference Chapter 24 of the County Code of Law, Land Use Division – Article V – Stormwater Management and Sedimentation Control – Section 24-757:880).*

As the applicant(s), I (we) hereby confirm that the required information and materials for this application are authentic and have been submitted to the Anderson County Development Standards Office. I (We) further confirm that I (we) have read, understand and agree to abide by the Stormwater Management and Sedimentation Control requirements stated in the Anderson County Code of Ordinances.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

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For Office Use Only:

Application Received By: \_\_\_\_\_ Date Complete Application Received: \_\_\_\_\_

Application Fee Amount Paid: \_\_\_\_\_ Check Number: \_\_\_\_\_

Anderson County Development Standards  
401 E River Street, Anderson, South Carolina 29624  
Phone: 864-260-4719 Fax: 864-260-4795  
Email: dsapplications@andersoncountysc.org

## Site Plan Review Fee Schedule

To determine the fee required, please locate the square footage of the building(s). There is a minimum fee of \$115 based on a minimum 2,000 square foot building.

Square Footage	Fee	Square Footage	Fee
1-2,000	\$115	25,001-26,000	\$355
2,001-3,000	\$125	26,001-27,000	\$365
3,001-4,000	\$135	27,001-28,000	\$375
4,001-5,000	\$145	28,001-29,000	\$385
5,001-6,000	\$155	29,001-30,000	\$395
6,001-7,000	\$165	30,001-31,000	\$405
7,001-8,000	\$175	31,001-32,000	\$415
8,001-9,000	\$185	32,001-33,000	\$425
9,001-10,000	\$195	33,001-34,000	\$435
10,001-11,000	\$205	34,001-35,000	\$445
11,001-12,000	\$215	35,001-36,000	\$455
12,001-13,000	\$225	36,001-37,000	\$465
13,001-14,000	\$235	37,001-38,000	\$475
14,001-15,000	\$245	38,001-39,000	\$485
15,001-16,000	\$255	39,001-40,000	\$495
16,001-17,000	\$265	40,001-41,000	\$505
17,001-18,000	\$275	41,001-42,000	\$515
18,001-19,000	\$285	42,001-43,000	\$525
19,001-20,000	\$295	43,001-44,000	\$535
20,001-21,000	\$305	44,001-45,000	\$545
21,001-22,000	\$315	45,001-46,000	\$555
22,001-23,000	\$325	46,001-47,000	\$565
23,001-24,000	\$335	47,001-48,000	\$575
24,001-25,000	\$345	Over 48,000	\$585 plus \$0.02 SF up to a million