



City of Cayce - Site Plan Review Process Outline

Applicant makes Inquiry regarding a potential site development project/application:

- Preliminary inquiries made with P&D department to determine nature of application.
 - Conceptual plan presentation and discussion – guidance may be given on interpretation of zoning code of ordinances and land development regulation requirements.
- Zoning Determination Letter for subject property will be sent upon request.
- Application for Site Plan Development will be provided upon request.
- Zoning Certification Form will be provided upon request.

If the applicant wishes to proceed with their project:

Pre-Application Meeting may occur with City of Cayce Staff (P&D, Utilities, Public Safety, Sanitation, etc.) and Lexington County Public Works.

- Discuss the procedure for approval of the site plan and requirements as to the general layout of streets, reservations of land, street improvements, drainage, water, sewer, fire protection, and similar matters, as well as availability of existing services. Officials will advise the applicant, when appropriate, to discuss the project with other agencies concerned with the development.

The following may occur:

- Rezoning application requested.
- Formal application submission to include site plan development application, zoning certification application, filing fee, required hard and digital plan copies of documents.
- Project does not go forward.

If a rezoning application is requested:

- Applicant will file an application and filing fee for consideration by the Planning Commission.
- Upon approval by the Planning Commission, the rezoning goes before two readings of City Council for approval.

If denied project will need to be re-evaluated; If approved project may proceed to site plan application submission.

Submittal of formal Site Plan Review Application:

- Intake of submittal materials and fee by P&D staff. Review of Site Plan submittal checklist for compliance.
- Routing of plan documents for Departmental Reviews (to include, but not limited to Cayce Planning & Development, Lexington County Public Works, Cayce Utilities Department or appropriate water and sewer provider, Cayce Department of Public Safety, Cayce Director of Parks, Cayce Director of Sanitation, Appropriate soil and erosion control agency, SCDHEC, Lexington County Assessor's Office.
- Technical Staff Review Meeting to receive staff comments.
- Issuance of formal letter to applicant with staff comments.
- Applicant responds to comments and sends revised plan sets.
- Revised plans are routed again to assure comments have been addressed.



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- If new water/sewer main required, permit for service issued from DHEC via Cayce Utilities Department; if new water/sewer tap on existing main required, approval for service issued by Cayce Utilities Department. Grease trap and industrial waste also have separate review/approval/inspections through City of Cayce Utilities/DHEC.
- City of Cayce Planning Department and all reviewing departments concur with approval of final site plan submission.
- Planning Director signs off on Final Site Plan.
- Lexington County Public Works conducts soil and erosion control review with stormwater and issues land disturbance permit.
- Building permit application can be completed and submitted with fee to City of Cayce Planning and Development Department.