



**CITY OF HANAHAN
PLANNED DEVELOPMENT DISTRICT (PDD)
MASTER PLAN APPLICATION**

Building and Codes Department
1255 Yeamans Hall Road
Hanahan, SC 29410
(843)885-5045
www.CityofHanahan.com
lee.lawson@cityofhanahan.com

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
City Business License # (if applicable):			
Project Information			
Type of Planned Development	<input type="checkbox"/> Type "A"	<input type="checkbox"/> Type "B"	
Project Name:	<input type="checkbox"/> New	<input type="checkbox"/> Amendment	
Project Location:	Acreage:		
PDD Name:			
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Digital files of the Concept Plan. <input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership. <input type="checkbox"/> 3. Project Narrative describing the reason for application. <input type="checkbox"/> 4. An Application Review Fee as determined by the City of Hanahan Fee Schedule. Checks made payable to the City of Hanahan.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
Disclaimer: The City of Hanahan assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.			
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature:		Date:	
For Office Use			
Case Number:		Date Received:	
Received By:		Date Approved:	

CITY OF HANAHAN

PLANNED DEVELOPMENT DISTRICT (PDD)

MASTER PLAN APPLICATION PROCESS

The following Process is intended to provide Applicants with an understanding of the respective application process, procedures, and Zoning and Land Development Ordinances requirements for obtaining application approval in the City of Hanahan. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or, provisions of the City of Hanahan's Zoning and Land Development Ordinances. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Planned Development District (PDD) Master Plan Application, the Applicant is required to consult with the City Planner or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the Zoning Ordinance.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the PDD Master Plan Application and required submittal materials during a mandatory Application Check-In Meeting where the City Planner or designee will review the submission for completeness.	
Step 3. Review by City Planner	Staff
If the City Planner determines that the PDD Master Plan Application is complete, it shall be reviewed, and the City Planner will prepare written comments for review with the Applicant. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the City Planner's review, and, if all comments are addressed, the application is placed on the next available Planning Commission (PC) Meeting agenda.	
Step 4. Planning Commission Meeting & Planning Commission Public Hearing	Applicant, Staff & Planning Commission
The PC shall hold a Public Hearing and review the PDD Master Plan Application for compliance with the criteria and provisions in the Zoning Ordinance. The PC may recommend that City Council approve, approve with conditions, or deny the application.	
Step 5. City Council Meeting- 1st Reading	Applicant, Staff & City Council
City Council shall review the PDD Master Plan Application for compliance with the criteria and provisions in the Zoning Ordinance. City Council may approve, approve with conditions, table, or deny the application at 1 st Reading.	
Step 6. City Council Meeting- 2nd and Final Reading & Public Hearing	Applicant, Staff & City Council
City Council shall hold a Public Hearing and review the PDD Master Plan Application for compliance with the criteria and provisions in the Zoning Ordinance. City Council may approve, approve with conditions, table, or deny the application at 2 nd and Final Reading.	
Step 9. PDD Concept Plan Approval	Staff
If City Council approves the PDD Master Plan Application, the City Planner shall issue an approval letter to the Applicant.	