



City of  
**Tega Cay, South Carolina**

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## **ZONING SUBMITTAL PROCESS**

The City of Tega Cay aims to enhance the zoning permit submittal process to increase both efficiency and simplicity with our new permitting software, Evolve.

### **Summary of Steps:**

1. Apply online through the permitting portal, Evolve.
2. Submit a survey following one of the options given below to ensure construction meets the City's zoning ordinance.

### **Option A: Survey and drawn specifications to scale.**

The plan may be drawn directly on the survey. However, any added drawings and/or markings will need to be drawn to the same scale as indicated on the survey. If this is not practical it is recommended to consider Option B or contact a design professional.

### **Option B: Survey Identification Map with Attached Detail Drawing Plan(s).**

The applicant will need to submit a survey along with a detail drawing plan to include the following:

1. Identify the location of the proposed project area by highlighting, circling, clouding, text label, or similar method on the survey.
2. Add a statement on the survey noting to reference the detail drawing plan/sheet for specifications.
3. Provide a detail drawing plan that provides all the necessary specifications and information for the proposed scope of work.

We have provided a template for a detailed drawing to assist you in submitting your plans. This approach has been implemented to minimize discrepancies in measurements that may arise from alterations to the original scale of your survey.