



# Subdivision Application

**Application Type:**

Preliminary \_\_\_\_\_ Final \_\_\_\_\_ Small Subdivision \_\_\_\_\_ Other \_\_\_\_\_

**APPLICANT(S)** [print] \_\_\_\_\_

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

Telephone: \_\_\_\_\_ [work] \_\_\_\_\_ [home]

Interest: Owner(s): Adjacent Owner(s); Other: \_\_\_\_\_

**OWNER(S)** [if other than Applicant(s)]: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ [work] \_\_\_\_\_ [home]

**PROPERTY ADDRESS:**

Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

Tax Map No. \_\_\_\_\_ Plat Book \_\_\_\_\_ Page \_\_\_\_\_

Lot Dimensions: \_\_\_\_\_ Area: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Pursuant to **6-29-1145** of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes \_\_\_\_\_ No \_\_\_\_\_

**DESIGNATION OF AGENT** [complete only if owner is not applicant]: I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this application.

Date: \_\_\_\_\_

Owner signature(s)

I (we) hereby acknowledge by my signature that the forgoing application is complete and accurate and I am the owner of the subject property or the authorized representative of the owner. I authorize the subject property to be posted and/or inspected. All fees are non-refundable.

Date: \_\_\_\_\_

Applicant signature(s)

<b>Office Use Only</b>	Planning Commission Meeting Date _____
Date Received _____	Fee _____ Check No. _____
Receipt No. _____	Staff _____

# Subdivision Submittal Requirements

## Preliminary requirements

In order for the planning commission to properly review the preliminary plan, the following information shall be submitted. All preliminary plans shall be clearly and legibly drawn to a scale of not less than 200 feet to one inch, be on a sheet size of 24 inches by 36 inches or a size suitable to the register of deeds and marked "preliminary subdivision plan." Additional information submitted shall be as follows:

1. Name and address of owner(s) of record;
2. Proposed name of subdivision, date, north point and graphic scale;
3. Vicinity map with a scale of not less than one inch per 1,000 feet, showing location of subdivision, names and locations of all adjoining subdivisions, if any, and location and ownership of adjoining subdivided property;
4. Entire tract boundaries, including location of town limit line if adjacent to area to be subdivided, total acreage and areas, if any, to be developed in stages or phases;
5. Significant topographical features such as water or drainage courses;
6. Existing buildings, streets, including name, location, width of right-of-way and width of roadway, railroads, transmission lines, drainage pipes and ditches, easements, sewer and water lines, city limit lines, any public utility lines on/or adjacent, within 50 feet to the tract to be subdivided and floodplain areas;
7. Lot lines, lot line bearings, lot dimensions, lot sizes in square feet, lot and block numbers, and minimum building setback lines along street rights-of-way and rear and side property lines for entire tract and all phases of development;
8. All proposed development including street right-of-way widths, proposed street names, pavement widths, utility easements, ponds, etc., for the entire tract and all phases of development;
9. Proposed parks and playgrounds or other open spaces proposed by the subdivider and any such known projects by other agencies;
10. Existing and proposed covenants;
11. Proposed location of easements including widths, and types;
12. A soils overlay sheet;
13. Written requests with justifications for any and all variances the developer wishes the planning commission to consider;
14. Specific information on the nature and ownership of all roads that will provide access to the subdivision from DOT roads or streets.

## Final Pre-Construction Plan Requirements. (Include Preliminary Requirements)

1. A final survey plat which meets all of the requirements for a preliminary plan and shows all easements, rights-of-way, etc. To produce this all lot corners must have been set on the ground.
2. Sediment erosion and/or flood control plans along with a related permit application. This shall include final grading plans.
3. Road/street plans and profiles.
4. Copies of all applicable federal, state and local permits/approvals if available at time of submission. The planning commission will not approve the final preconstruction plans until these are received. However, it will submit the final preconstruction plans to DHEC for their approval.

## **Subdivision Submittal Requirements**

5. Documentation providing for utility easements and certification that the utility company servicing the area shall provide the necessary and required utilities.
6. Engineering certifications

### **Final as Built Requirements**

1. The final as-built plat shall be clearly and legibly shown in a permanent manner on an acceptable grade of stable material (drafting film or Mylar). The scale of the drawing shall be 200 feet to one inch (200 feet equals one inch) or greater and shall be on a sheet sized 24 by 36 inches or a size suitable to the register of deeds and marked final as-built subdivision plat.
2. Final as-built plat approval will be given based on completion of the project in accordance with all submittals provided for final preconstruction approval and approved changes made during construction and will require a final set of plans marked "as-built." This will also require a certification of construction.

### **Certification of construction**

In subdivisions or developments where the subdivider completes the construction and installation of all required improvements, the subdivider or developer shall file with the planning commission written certification from a South Carolina registered professional engineer that the improvements have been completed according to the approved final preconstruction plans and specifications submitted therewith and according to the requirements of the County Ordinance