

**CLARENDON COUNTY, SOUTH CAROLINA
PLANNING DEPARTMENT**

Post Office Box 1250 – Mailing Address 412 N. Brooks Street, Manning, SC 29102
Ph. 803-435-8672 Fax 803-435-2208

REQUEST FOR SUBDIVISION/PLAT REVIEW

Date Submitted: _____ Project Number: _____

Project Name: _____

Tax Map Number: _____

Attach Complete Legal Description, i.e., metes and bounds or subdivision lot number and plat book and page.

General Location: _____

Current Zoning: _____

Sketch plan: _____ Preliminary Plat/Plans: _____

Final Plat/Plans: _____ Processing Fee: _____

Size in Acres: _____ Number of Lots: _____

Sewer Service Provider: _____

Potable Water Service Provider: _____

Applicant/Representative: (Contact Person): _____

Address: _____

Telephone Number: _____ Fax Number: _____

Property Owner's Name: _____

Address: _____

Telephone Number: _____ Fax Number: _____

If the applicant is someone other than the property owner, the applicant must include a statement signed by the property owner which authorizes the applicant to apply for this specific purpose and location on his behalf. Such a statement must be attached to this application.

CERTIFICATION

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the owner, or his authorized agent of the subject site.

Authorized Agent Name, Signature, and Date

**CLARENDON COUNTY, SOUTH CAROLINA
SUBDIVISION APPLICATION INSTRUCTIONS**

The following subdivision instructions are provided for the assistance of the applicant and may be modified from time to time as the need dictates. **It is the applicant's responsibility to ensure that the current requirements of the applicable portions of the Code are met.** This subdivision process is based on the requirements of section 6-29-1110 et. Seq., SC Code of Laws and Article VI of the Unified Development Code (UDC). Unless otherwise noted, all references to sections means a portion of the UDC.

In accordance with the provisions of 6-29-1145 of the SC Code of Laws, you (the applicant) must let us know if there are any restrictive covenants on the tract or parcel of land that is contrary to, conflicts with, or prohibits the requested activity.

Section 60.04(d) requires all subdivision streets be paved to County standards, except as allowed in Residential Estates.

Section 60.04(e) requires a subdivision to have direct access to a paved county or state road.

Section 60.04(f) requires a developer to have a dirt subdivision access road to nearest paved county or state road, except as allowed in Residential Estates.

1. Prior to initiation of a subdivision review, applicants must arrange a pre-application conference with the staff to discuss the prospective development. A tentative schedule for completion of the process will be prepared and any additional requirements identified.
2. The detailed requirements for each step of the subdivision process are provided in the attached checklist. The staff review will use this checklist to identify the missing requirements.
3. **Approval of the preliminary plans/plat shall constitute vested rights to the applicant and/or property owner. [Section 62.04]**
4. A Final Plat may be submitted for PC consideration at their next available meeting. A copy of the homeowner deed restrictions documents shall be provided concurrent with the Final Plat.
5. If the subdivision involves public streets, the applicant shall submit a road right-of-way dedication agreement to the Department to schedule consideration by the County Council at their next available meeting. This process should be initiated upon preliminary plans approval.
6. **The Final plat shall not be approved until the Subdivision Infrastructure Financing agreement is executed and an off-site road paving agreement, if required, is accepted by the County Council.**
7. Upon approval of the Final Plat by the PC, the applicant shall record all of the lots within the subject phase of the subdivision in the public records of the County. Except for construction trailers and one permit for each type of model home, no building permits shall be issued until the subdivision has been recorded.
8. Approval of the Final Plat does not release the applicant from obtaining all other necessary County development permits, building permits, street number assignments and applicable state and/or federal agency permits.
9. **Certificates of Occupancy shall not be issued until all applicable agency approvals, other than the County Road Engineer, have been received.**

CERTIFICATION

I, the undersigned, have read, understand, and agree to comply with all of the above information and attachments.

Typed or Printed Applicant Name, Signature, and Date

Typed or Printed Property Owner Name, Signature, and Date

A copy of these signed instructions shall be attached to each phase application.

SUBDIVISION PLANS/PLAT CHECKLIST

The checklist below is used to determine completeness of subdivision plans/plat submissions. A minimum of five (5) sets of plans/plats shall be submitted for each stage of approval.

Sketch Plans

All Sketch Plan Maps Shall Include the Whole Site Regardless of Phasing

- Pre-application conference
- Tax parcel map and complete legal description, i.e., metes and bounds or lot number
- Payment of \$100 application fee
- Location maps at a scale of no smaller than 1"=1 mile, or on a 24" by 36" sheet.
One set of the same maps shall be reduced to 11" by 17" sheet.
- A property boundary survey by a SC licensed surveyor
- Total acreage to be divided and identified of phases, if any
- The typical lot area and number of lots
- Existing and proposed land use maps
- Map showing on-site and adjacent parcels existing land use and zoning
- Proposed name of subdivision
- Proposed street names
- Name, address, phone, and fax number of developer
- Name, address, phone, and fax number of plans developer
- The general location of access points to the nearest county or state road
- The general location of wetland areas and/or water bodies
- A predevelopment drainage map
- An identification of the source of potable water and sanitary sewage disposal
- A statement regarding dedicated public or private streets
- A soils map – available from the County Assessor's office

Construction/Development Plans/Preliminary Plat

All Documents and Maps Shall be Signed and Sealed by a SC Registered Engineer

- Pre-application conference
- Tax map parcel number
- Payment of application fee – **minimum \$300 plus \$5 per lot**
- Location maps at a scale of no smaller than 1"= 100 feet, or on a 24" by 36" sheet.
One set of the same maps shall be reduced to 11" by 17" sheet.
- Name, address, phone, and fax number of developer or owner of record
- Name, address, phone, and fax number of plans preparer
- Subdivision name
- A graphic scale, North arrow, and date of submission
- Adjacent properties existing land use and zoning map
- The acreage to be subdivided by phase
- The bearings and distance of all site boundaries
- Pre and post profiles of all proposed streets
- Benchmarks
- A soils map

Construction/Development Plans/Preliminary Plat cont'd

- ___ Layout of all lots including:
 - ___ a. Building setback lines
 - ___ b. Lot dimensions
 - ___ c. Lot and block numbers
 - ___ d. Utility easements (including width and use)
- ___ Construction Plans for sanitary sewers including:
 - ___ a. Grade
 - ___ b. Pipe size
 - ___ c. Location of manholes
 - ___ d. Points of discharge
 - ___ e. Copy of DHEC application or approval thereof
- ___ Construction Plans for storm sewers designed for 25 Year Storm including:
 - ___ a. Grade
 - ___ b. Pipe size
 - ___ c. Location of outlet
- ___ Construction Plans for potable water including:
 - ___ a. Pipe size
 - ___ b. Location of hydrants and valves
 - ___ c. Copy of DHEC application or approval thereof
- ___ Designation of any parcels reserved for public use
- ___ Designation of proposed use of all lots
- ___ Depiction of all major contours on the site
- ___ Total number of lots
- ___ Total acreage
- ___ Total length of streets
- ___ Deed record names of adjoining property owners or subdivisions
- ___ Location of water bodies
- ___ Location of 100 Year Flood elevation line
- ___ Location and right-of-way of all streets, roads, and utility lines on and adjacent to the subject site
- ___ Specific locations of utility lines and poles within easements
- ___ Location and size of existing sewers including grades and invert elevations
- ___ Location and size of existing water mains
- ___ Location and size of existing drains
- ___ Location and size of existing culverts
- ___ Location and size of existing other underground facilities
- ___ Acreage of each drainage basin affected by the proposed subdivision
- ___ Water line elevations
- ___ Sewer line elevations
- ___ Location of city limits or county line
- ___ Layout of streets and/or roads
- ___ Layout of any public crosswalks
- ___ Layout of streets and/or road grades and typical cross sections
- ___ Approval letter from federal or state funding agency, as may be applicable
- ___ Stormwater and Erosion Control Permit **prior to any grading onsite**

Final Plat

Before a Final Plat may be submitted for approval, Construction/Development Plans must receive final approval and be designated as the **FINAL CONSTRUCTION/DEVELOPMENT PLANS** by the County Engineer. All Plats shall be signed and sealed by a SC Registered Surveyor. All dimensions shall be to the nearest 1/100 of a foot and angles to the nearest 20 seconds.

- _____ Tax Map Parcel number
- _____ Final plat fee – **minimum \$300 plus \$5 per lot**
- _____ Plat at a scale of no smaller than 1"=100 feet, or on a 24" by 36" sheet.
- _____ One set of the plats shall be reduced to 11" by 17" sheet.
- _____ Map showing zoning on-site and adjacent parcels
- _____ Name, address, phone, and fax number of plat preparer
- _____ Final subdivision name
- _____ A clear identification of phases, if applicable
- _____ A graphical scale, North arrow, and date of submission
- _____ Location bearings and length of each street, including radius, tangents, etc.
- _____ Location bearings and length of each lot line, including radius, tangents, etc.
- _____ Location bearings and length of each easement, including radius, tangents, etc.
- _____ The exact boundaries of the tracts being subdivided
- _____ Approved street names and lot addresses
- _____ All lot lines, lot numbers, and block numbers
- _____ Building envelopes (setback lines) for all lots
- _____ All public sites, if any
- _____ An accurate description of the location of all monuments and markers
- _____ Water line easements including width and use, if any
- _____ Sewer line easements including width and use, if any
- _____ Gas line easements including width and use, if any
- _____ Stormwater easements including width and use, if any
- _____ Power line easements including width and use, if any
- _____ Private Street Maintenance Statement, if applicable
- _____ County Council approval of Road Dedication Agreement, if applicable
- _____ Certificate of Approval for recording