

Case Number: \_\_\_\_\_ Fee Paid: \_\_\_\_\_  
Date Submitted: \_\_\_\_\_ Received By: \_\_\_\_\_



**129 Screven St. Suite 222  
Post Office Drawer 421270  
Georgetown, S. C. 29440  
Phone: 843-545-3158  
Fax: 843-545-3299**

## **APPLICATION FOR MAJOR/MINOR SUBDIVISION**

*(MAJOR SUBDIVISIONS ONLY: COMPLETED APPLICATIONS MUST BE SUBMITTED ALONG WITH THE REQUIRED FEE, AT LEAST THIRTY (30) DAYS PRIOR TO A PLANNING COMMISSION MEETING).*

**Name of Proposed Subdivision:** \_\_\_\_\_

**Please check the appropriate box:**

- Major subdivision: More than 10 lots.                       Preliminary Plat  
 Minor subdivision: 10 lots or less.                               Final Plat

### **Property Information:**

TMS Number: \_\_\_\_\_

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

City / State / Zip Code: \_\_\_\_\_

Lot / Block / Number: \_\_\_\_\_

Current Zoning Classification: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

**Property Owner of Record:**

Name: \_\_\_\_\_

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

City/ State/ Zip Code: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of Owner / Date: \_\_\_\_\_

I have appointed the individual or firm listed below as my representative in conjunction with this matter related to the subdivision of my property.

**Agent of Owner:**

Name: \_\_\_\_\_

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

City / State / Zip Code: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of Agent/ Date: \_\_\_\_\_

Signature of Owner /Date: \_\_\_\_\_

**Contact Information:**

Name: \_\_\_\_\_

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

Phone / E-mail: \_\_\_\_\_

**Submittal Requirements for Major Developments:**

1. Sketch Plan:

- Boundary survey
- A surveyors certification indicating a lot of record

- Lot of record include deed book and page number (s)
- Resurvey include plat book and page number (s)
- Scaled not less than 1" = 100'
- Maximum size 24" x 36"
- Location map
- North arrow
- Title block
- Existing site data
- Proposed site data to include tentative street and lot arrangements along with lot sizes and number of lots

## 2. Development Plat / Plan

- One large 24 x 36 and one 11 x 17 small set of plans
- One specified digital copy (PDF)
- Required supplemental materials
  - Approval Letters from Georgetown Water and Sewer, DHEC, Fire, and any other agencies necessary.
- Traffic impact analysis as required by Georgetown County Code Chapter 15, Article V.
- Grading Plan
- Tree Survey showing new lot lines
- Site Data to include
  - Lot lines
  - Minimum building setback
  - Engineered preliminary plans
  - Indicate all easements and right-of-ways
  - Designated public areas
  - Location of soil bearings
  - Time schedule
- Supplemental Data
  - Draft of any restrictions
  - Cross section of all proposed streets
  - Full set of construction plans
  - Alterations of Conservation Preservation or Flood –Prone area

## 3. Final Plan / Plat: Everything listed above plus the following:

- Radii, central angles, tangents, lengths of arcs and curvatures of all street lines
- Location of all existing and proposed street monuments
- Six (6) copies of scaled plats

### **Submittal Requirements for Minor Developments:**

- One large 24 x36, one small 11x17
- One specified digital copy (PDF)
- Boundary survey
  - A surveyors certification indicating a lot of record
  - Lot of record include deed book and page number (s)

- Resurvey include plat book and page number (s)
  - Scaled not less than 1" = 100'
  - Maximum size 24" x 36"
  - Location map
  - North arrow
  - Title block
  - Existing site data
  - Proposed site data to include tentative street and lot arrangements along with lot sizes and number of lots
- Site Data to include
    - Existing land uses
    - Current zoning classification
    - Owners names and tax map numbers of adjoining properties
    - Tract boundaries of the property being developed showing bearings and distances
    - Existing property lines, right-of-ways, easements, etc.
    - Existing municipal boundaries
    - Distances which accurately describe the location of the plat
    - Names, widths, and lines of all streets within or on the perimeter of the development.
    - Indicate all easements and right-of-ways

**TYPES OF UTILITIES PROPOSED:**

- ( ) Public Water
- ( ) Public Sewer
- ( ) Sanitary Water
- ( ) Septic System

**TYPE OF ACCESS ROAD:**

- ( ) Proposed Private
- ( ) Proposed County (Attach letter of acceptance or financial guarantee).
- ( ) Existing Road (s) (Check the appropriate one).  
 \_\_\_County \_\_\_State \_\_\_Private.

**Fee Schedule:**

Major Sub-division (11 lots or more)

Preliminary Review (Residential)	Base: \$400.00 + \$10.00 per lot
Final Review (Residential)	Base: \$200.00 + \$10.00 per lot
Required Revision	Flat Fee: \$50.00

Preliminary Review (Commercial) Base: \$400.00 + \$10.00 per acre  
Final Review (Commercial) Base: \$200.00 + \$10.00 per acre  
Required Revisions Flat Fee: \$50.00

Minor Sub-division (10 lots or less) Base: \$40.00 + \$10.00 each lot

**Adjacent Property Owners Information required:**  
***(only for Major Subdivisions)***

1. The person requesting approval for a **major** subdivision must submit to the Planning office, at the time of application submittal, stamped envelopes for each resident within **Four Hundred Feet (400)** of the subject property. The following return address must appear on the envelope: **“Georgetown County Planning Commission, 129 Screven St. Suite 222, Georgetown, SC 29440.”**
2. A list of all persons (and related Tax Map Numbers) to whom envelopes are to be addressed must also accompany the application.

Please submit this **completed application** and appropriate **fee** to **Georgetown County Planning Division at 129 Screven St. Suite 222, Georgetown, S. C. 29440**. If you need any additional assistance, please call our office at 843-545-3158.

*Site visits to the property, by County employees, are essential to process this application. The owner\applicant as listed above, hereby authorize County employees to visit and photograph this site as part of the application process.*

*For major subdivisions, a sign will be placed on your property informing residents of the upcoming meeting concerning this particular property. These signs belong to Georgetown County and will be picked up from your property within five (5) days of the hearing.*

*All information contained in this application is public record and is available to the general public.*