APPLICATION FOR MAJOR/MINOR SUBDIVISION

COMPLETED APPLICATIONS MUST BE SUBMITTED ALONG WITH THE REQUIRED FEE, AT LEAST FORTY-FIVE (45) DAYS PRIOR TO A PLANNING COMMISSION MEETING.

Name of Proposed Subdivision: ____________________________________________

Please check the appropriate box:

( ) Major subdivision: Ten or more lots.             ( ) Preliminary Plat
( ) Minor subdivision: Under ten lots.              ( ) Final Plat

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
• Six (6) large (24 x 36) and six (6) (11 x 17) small copies of scaled plat
• One (1) 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
• Site Date 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 plat

Submittal Requirements for Minor Developments: Six (6) sets of plans
• Boundary survey
  A surveyor’s 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 Date 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 Well

( ) Sanitary Water

( ) Septic System

**TYPE OF ACCESS ROAD:**

( ) Propose Private (Minor subdivisions only).

( ) Proposed County (Attach letter of acceptance or financial guarantee).

( ) Existing Road (s) (Circle the appropriate one).
  County, State, Private.

**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: _______________________________________________
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 or acre

Adjacent Property Owners Information required:

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.

It is understood by the undersigned that while this application will be carefully reviewed and considered, the burden of proving the need for the proposed amendment rests with the applicant.

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.