



**120 Broad Street
Georgetown, S. C. 29440
Phone: 843-545-3158
Fax: 843-545-3299**

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

- Nine (9) large (24 x 36) and nine (9) (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 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 plat

Submittal Requirements for Minor Developments: Six (6) sets of plans

- 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 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 surcharge

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, 120 Broad Street, 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 120 Broad Street, 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 up coming 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.