



Major Subdivision – Preliminary Plat Application and Checklist

Checklist for All Applications

A complete preliminary plat application shall include the following information. Please initial to signify that the requested information has been provided.

	Applicant Initials	Staff Initials
A copy of this Application Checklist , completed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
A completed and signed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Agency for all applications where the applicant is not the owner of the subject property	<input type="checkbox"/>	<input type="checkbox"/>
Payment of the required fee (see the Fee Schedule in Appendix <> of the Procedures Manual)	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Plat Multiple sheets may be required. Please see page 4 below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format) <input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan Please see below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format) <input type="checkbox"/>	<input type="checkbox"/>



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1. Applicant Information

Name	
Company (if applicable)	
Address (street, city, state, zip)	
Phone	Email

2. Property Information

Address		
Tax Map Reference Number(s)		
Current use	Proposed use	
Current zoning	Number of lots	Total acreage

3. Property Status

Pursuant to S.C. Code § 6-29-1145, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this permit? Yes No

4. Property Ownership

Does the applicant own the property? Yes No

If the applicant does not own the property, complete the **Letter of Agency** for each property owner that authorizes the applicant to submit this application on the property owner's behalf.

<i>For staff use only</i>	
Date received (M/D/Y): _____/_____/_____	By: _____



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5. Approved Sketch Plan

Please provide the case number of the approved sketch plan related to this application:

6. Additional Submission Requirements

Preliminary Plat

The proposed preliminary plat shall be prepared to scale and fully dimensioned, and include the following:

General Requirements	Applicant	Staff
Total acreage	<input type="checkbox"/>	<input type="checkbox"/>
Stamp of registered surveyor, engineer, and/or architect	<input type="checkbox"/>	<input type="checkbox"/>
North arrow	<input type="checkbox"/>	<input type="checkbox"/>
Scale (no less than 1 inch equals 100 feet)	<input type="checkbox"/>	<input type="checkbox"/>
Date	<input type="checkbox"/>	<input type="checkbox"/>
Proposed name of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Name of the owner and/or subdivider	<input type="checkbox"/>	<input type="checkbox"/>
Sealed and signed by a registered professional engineer licensed to practice in South Carolina	<input type="checkbox"/>	<input type="checkbox"/>
Vicinity map (at 1 inch equals 1,000 feet)	<input type="checkbox"/>	<input type="checkbox"/>

Existing Conditions	Applicant	Staff
Topography by contours (at vertical intervals of not more than 5 feet)	<input type="checkbox"/>	<input type="checkbox"/>
Deed record names of adjoining property owners or subdivisions	<input type="checkbox"/>	<input type="checkbox"/>
If a resubdivision, a copy of the existing plat with the proposed resubdivisions superimposed thereon	<input type="checkbox"/>	<input type="checkbox"/>
Location of lakes, rivers, streams, swamps/wetlands, other bodies of water, and 100-year floodplains and floodway	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing adjoining property lines	<input type="checkbox"/>	<input type="checkbox"/>
Location of existing buildings on the property to be subdivided	<input type="checkbox"/>	<input type="checkbox"/>
Location of parking and access/driveways	<input type="checkbox"/>	<input type="checkbox"/>
Location of rights-of-way and/or easements for streets, railroads, and utility	<input type="checkbox"/>	<input type="checkbox"/>
Location of utility lines, identification of whether lines are in easements or rights-of-way, and identify the location of poles or towers, width of right-of-way, and name of each utility	<input type="checkbox"/>	<input type="checkbox"/>
Location of streets, alleys, railroads, and utility lines upon and abutting subject property	<input type="checkbox"/>	<input type="checkbox"/>
Location of intersections within 200 feet of the property	<input type="checkbox"/>	<input type="checkbox"/>
Size and location of existing sewers, water mains, drains, culverts, or other underground facilities within the street or within the right-of-way of streets or roads adjoining or within the tract.	<input type="checkbox"/>	<input type="checkbox"/>
Grades, invert, and rim elevations of existing sewers shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
If relocation of existing sewers is proposed, a complete plan and profile of existing conditions, as well as a plan and profile of proposed conditions, must be shown	<input type="checkbox"/>	<input type="checkbox"/>
Acreage of each drainage area affecting the proposed subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Location of city limit lines and county lines, if applicable	<input type="checkbox"/>	<input type="checkbox"/>



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Existing Conditions	Applicant	Staff
Tax map reference number(s)	<input type="checkbox"/>	<input type="checkbox"/>
Existing zoning	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Conditions		
Layout of streets, roads, sidewalks, and alleys, with widths	<input type="checkbox"/>	<input type="checkbox"/>
Construction plans for streets showing natural and finished grades and cross sections. Where a proposed street is an extension of an existing street, the profile shall be extended to include 300 feet of the existing roadways; the cross section of the existing street also shall be shown	<input type="checkbox"/>	<input type="checkbox"/>
Layout of all lots, scaled dimensions on lots, lot and block numbers, utility easements with width and use, and street names as approved on the sketch plan	<input type="checkbox"/>	<input type="checkbox"/>
Construction plan and profile for sanitary sewers (if applicable), with grade, pipe size, and material, location of manholes, and points of discharge	<input type="checkbox"/>	<input type="checkbox"/>
Construction plans for the storm drainage system, with grade, pipe size and material, and location of outlets. Storm drains shall be designed in accordance with criteria outlined in the city storm drainage ordinance. Storm drainage plans shall show sufficient off-site information and include the method and computations where indicated, and a statement by a registered engineer or architect that storm drainage designs meet city ordinances must be provided	<input type="checkbox"/>	<input type="checkbox"/>
Construction plans for the water supply system, with hydraulic calculation, pipe sizes, material and location of hydrants and valves;	<input type="checkbox"/>	<input type="checkbox"/>
Total number of lots, total acreage, acreage per phase, and total length of new streets	<input type="checkbox"/>	<input type="checkbox"/>
Proposed major contour changes in areas where substantial cut or fill is to be done	<input type="checkbox"/>	<input type="checkbox"/>
Topography by contours (at vertical intervals of not more than 5 feet) of existing conditions	<input type="checkbox"/>	<input type="checkbox"/>
Proposed setbacks (front, side, rear, secondary front)	<input type="checkbox"/>	<input type="checkbox"/>
Location of mailbox kiosks (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

Landscape Plan Requirements	Applicant	Staff
Proposed location for street trees	<input type="checkbox"/>	<input type="checkbox"/>
Proposed location of trees used to meet Site Tree Density and Tree Canopy Cover Retention Standards	<input type="checkbox"/>	<input type="checkbox"/>
Location of all Grand trees	<input type="checkbox"/>	<input type="checkbox"/>
Open Space Set-Aside (excluding stormwater management areas unless designed as site amenities)	<input type="checkbox"/>	<input type="checkbox"/>

7. Signature

Signature of Applicant	
Print Name	Date