



Minor Subdivision Application and Checklist

Checklist for All Applications

A complete minor subdivision 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="text"/>	<input type="text"/>
A completed and signed Application Form	<input type="text"/>	<input type="text"/>
Letters of Agency for all applications where the applicant is not the owner of the subject property	<input type="text"/>	<input type="text"/>
Payment of the required fee (see Unified Development Ordinance Fee Schedule)	<input type="text"/>	<input type="text"/>
Final Plat Multiple sheets may be required. Please see page 3 below for required content.	<input type="text"/>	<input type="text"/>

Minimum of 5 copies: 11 x 17 inches (must be legible and have space of an approval stamp) or 1 digital copy



Minor Subdivision

Application and Checklist

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	Total square footage

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

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. Additional Submission Requirements

Final Plat

The final plat shall contain the following:

	Applicant	Staff
Name of subdivision, and name and address of the fee simple title holder conveying the improvements to the city	<input type="checkbox"/>	<input type="checkbox"/>
Marked "Final Plat" in the title block (for the final plat)	<input type="checkbox"/>	<input type="checkbox"/>
Marked "As-Built" in the title block (for the as-built drawings)	<input type="checkbox"/>	<input type="checkbox"/>
Graphic scale, north point and date. The north point shall be identified as magnetic, true or grid north	<input type="checkbox"/>	<input type="checkbox"/>
Scale of no smaller than one inch equals 1,000 feet	<input type="checkbox"/>	<input type="checkbox"/>
Street names, street ownership, street numbers, lot numbers, and block numbers	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient data to determine readily and reproduce on the ground the location, bearing and length of every road right-of-way line, subdivision boundary line, lot line and block line, whether curved or straight	<input type="checkbox"/>	<input type="checkbox"/>
All dimensions to the nearest one-tenth of a foot, and angles to the nearest minute	<input type="checkbox"/>	<input type="checkbox"/>
Location and descriptions of monuments	<input type="checkbox"/>	<input type="checkbox"/>
All rights-of-way, easements and areas to be dedicated to public use, with the purpose of each stated	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient data to determine and reproduce on the ground the location of all valves, fire hydrants, individual service lines and other appurtenances on water systems. Similar data for sanitary sewer lines, manholes, wyes, etc., shall be shown. Where utility lines run through easements or rights-of-way, their location in relation to easement lines must be shown. Location data shall be referenced to stable physical features such as curb corners, building corners, property corners, parking spaces, etc. Construction station numbers will not be used as references.	<input type="checkbox"/>	<input type="checkbox"/>
Tax map reference numbers and current zoning	<input type="checkbox"/>	<input type="checkbox"/>
Percentage of each lot covered with structures	<input type="checkbox"/>	<input type="checkbox"/>



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The final plat shall contain the following certification signed by the Registered Land Surveyor who is responsible for the final plat:

I hereby certify that the plan shown and described herein is a true and correct survey to the accuracy required by the City of Columbia Subdivision Regulations and the monuments shown have been placed to the specifications set forth in those regulations.

[Date] _____

Registration Number: _____

[Signed] _____
Registered Land Surveyor

6. Signature

Signature of Applicant	
Print Name	Date