



Major Subdivision – Sketch Plan Application and Checklist

Checklist for All Applications

A complete sketch plan 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"/>
Sketch Plan Please see page 4 below for required content.	1 copy: min. 18 x 24 inches or 1 digital copy (pdf format)	<input type="text"/>



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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 existing lots	Number of proposed 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

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.

For staff use only

Date received (M/D/Y): ____/____/____ By: _____

5. Project Description

Provide a brief description of the project.

6. Additional Submission Requirements

Sketch Plan

The proposed site plan shall be prepared to scale and fully dimensioned, and include the following:

	Applicant	Staff
Total acreage	<input type="checkbox"/>	<input type="checkbox"/>
Tentative phasing plan, including total acreage per phase (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
Location and arrangement of streets, driveways, and lots (fully dimensioned)	<input type="checkbox"/>	<input type="checkbox"/>
Location of rights-of-way and ingress/egress easements (fully dimensioned)	<input type="checkbox"/>	<input type="checkbox"/>
Lot area and number of lots or dwelling units in multifamily dwellings	<input type="checkbox"/>	<input type="checkbox"/>
Existing and proposed uses of land throughout the subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Existing uses of land surrounding the subdivision, including 1) existing street right-of-way widths abutting the subdivision and 2) locations of intersections within 200 feet of the property	<input type="checkbox"/>	<input type="checkbox"/>
Topography by contours (at vertical intervals of not more than 5 feet)	<input type="checkbox"/>	<input type="checkbox"/>
Proposed name of the subdivision	<input type="checkbox"/>	<input type="checkbox"/>
Percentage of open space	<input type="checkbox"/>	<input type="checkbox"/>

7. Signature

Signature of Applicant	
Print Name	Date