



# Minor Subdivision/Combination Application and Checklist

## Checklist for All Applications

A complete minor subdivision or combination application shall include the following information. Please initial to signify that the applicant understands that the requested information has been or will be provided.

	Applicant Initials	Staff Initials
<b>A copy of this Application Checklist</b> , completed by the applicant.	<input type="text"/>	<input type="text"/>
<b>A completed and signed Application Form</b>	<input type="text"/>	<input type="text"/>
<b>Letters of Agency</b> for all applications where the applicant is not the owner of the subject property.	<input type="text"/>	<input type="text"/>
<b>Payment</b> of the required fee (see Unified Development Ordinance Fee Schedule).	<input type="text"/>	<input type="text"/>
<b>Final Plat (Initial Submission)</b> Please see page 4 below for required content.	<input type="text"/>	<input type="text"/>
<b>Final Plat (For Recording)</b> Must have the surveyor's raised seal and original signature.	<input type="text"/>	<input type="text"/>

1 Copy: 11 x 17 inches or larger (must be legible and have space for an approval stamp of 4 x 4 inches) or digital copy

Minimum of 5 copies: 11 x 17 inches or larger (must be legible and have space for an approval stamp of 4 x 4 inches). If larger than 11 x 17 inches, must also provide 2 small copies of 8½ x 14 inches.



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## 1. Applicant Information

The applicant will be the point of contact.

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

## 2. Property Information

Please ensure all portions of property information are completed. The use of "see plat", "N/A", "see attached", any similar statement, or leaving sections blank will render the application incomplete.

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

\*Total square footage = acreage x 43,560

## 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.



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## 5. Plat Submission Requirements

The plat must contain all of the following to be considered complete for review:

	Applicant	Staff
<b>Project Identification:</b> Name of subdivision (where applicable), and name and address of the fee simple title holder conveying the improvements to the City	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plat Title:</b> Marked "Subdivision/Combination/Reconfiguration Plat" (as applicable) in the title block, or "As-Built" (for the as-built record drawings)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Scale:</b> Graphic scale, north arrow and date. The north arrow shall be identified as magnetic, true or grid north. Scale must be no smaller than 1 inch equals 1,000 feet	<input type="checkbox"/>	<input type="checkbox"/>
<b>Vicinity Map</b> depicting site and surrounding area. Site boundaries must be shown. For all sites 1 acre or larger, vicinity map must have a scale of 1 inch equals 1,000 feet.	<input type="checkbox"/>	<input type="checkbox"/>
<b>TMS#:</b> Tax map numbers of the subject property and all adjacent properties	<input type="checkbox"/>	<input type="checkbox"/>
<b>Zoning:</b> Current zoning	<input type="checkbox"/>	<input type="checkbox"/>
<b>Site Size:</b> Square footage and acreage of each new lot to be subdivided or combined, and total square footage and acreage	<input type="checkbox"/>	<input type="checkbox"/>
<b>Streets and Alleys:</b> Street names, street ownership and width, street numbers, lot numbers, and block numbers	<input type="checkbox"/>	<input type="checkbox"/>
<b>Property Details:</b> 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"/>
<b>Measurements:</b> All dimensions to the nearest one-tenth of a foot, and angles to the nearest minute	<input type="checkbox"/>	<input type="checkbox"/>
<b>Easements:</b> All rights-of-way, easements and areas to be dedicated to public use, including width of easements, and purpose of each stated	<input type="checkbox"/>	<input type="checkbox"/>
<b>Monuments:</b> Location and descriptions of all monuments	<input type="checkbox"/>	<input type="checkbox"/>
<b>Legend</b> containing, at a minimum, all monuments for which there is insufficient room on the plat to describe	<input type="checkbox"/>	<input type="checkbox"/>
<b>Utilities:</b> 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"/>
<b>Lot Coverage:</b> Percentage of each lot covered with structures (for subdivisions only)	<input type="checkbox"/>	<input type="checkbox"/>
<b>Flood Certification</b> statement shall be shown.	<input type="checkbox"/>	<input type="checkbox"/>
<b>References:</b> Recording book/page and dates for previously recorded plats of the subject property, restrictive covenants, and environmental regulations	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recording Statement:</b> must include all subject TMS#s and state intent	<input type="checkbox"/>	<input type="checkbox"/>
<b>Certification:</b> City of Columbia surveyor statement (see above applicant signature, page 4)	<input type="checkbox"/>	<input type="checkbox"/>



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The final plat must contain the following statement, signed and dated by the Registered Land Surveyor (include registration number):

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.

## 6. Signature

Signature of Applicant	
Print Name	Date

*For staff use only*

Date received (M/D/Y): \_\_\_\_/\_\_\_\_/\_\_\_\_ By: \_\_\_\_\_