



Minor Subdivision Plat Application

Planning and Zoning Department

1003 Highway 52, Moncks Corner, Sc 29461

Minor Subdivision is a division of any tract of land into ten (10) or fewer Lots that are directly served by access from an adjoining publicly-maintained Roadway or a Shared Travelway, is a bona fide Family Subdivision that conforms to the requirements found in Sec. 59-45(A)(5), meets all of the criteria established in Sec. 59-23(A)(2) for a Minor Subdivision, and cannot be processed as an "Exempt" Plat Submittal.

The following information and applicable signatures will be required to complete the review.

Please note that reference plats, when available, are required to be submitted with this application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

APPLICANT INFORMATION

PRINTED Name of Applicant: _____

Relation to Property Owner (Check One):

I am the Owner I am the Authorized Agent

Phone #: _____

Email Address: _____

Mailing Address: _____

SURVEYOR'S CONTACT INFORMATION (IF NOT STATED ABOVE)

Phone #: _____

Email Address: _____

PROPERTY AND SUBMITTAL INFORMATION

TMS#: _____

Zoning District: _____

IS THIS A NEW SUBMITTAL OR A REVISION OR RESUBMITTAL TO A PREVIOUSLY-REVIEWED OR APPROVED PLAT?

NO, THIS IS A NEW SUBMITTAL (it has not been reviewed yet by the Dept)

***YES, THIS IS A RESUBMITTAL** (the Dept has previously reviewed a version of this plat)

PLEASE PROVIDE 10-DIGIT PLMS #:

*You may skip to the authorization section

LAND SUBDIVISION CHARACTERISTICS

Potable Water/Sanitary Sewer Considerations (Please Check All That Apply)

Individual Well (Per Lot)

Individual On-Site Septic (Per Lot)

Public Water (Provider): _____

Public Sewer (Provider): _____

Total Acreage Prior to Subdivision (Parent TMS): _____

Number of **NEW** Lots Created: _____

Size of Smallest Lot Proposed: _____

What is the intent of this Plat? (Please select all that apply)

- 2 to 10 Lots Proposed (Plat Does not Qualify as Exempt)
- Over 10 Lots - Plat Conforms to the Family Subdivision Requirements
- Lots intended for conveyance; no interest in building/placing homes on said lots within the next 5 years
- Other: _____

How is access provided to the subdivided lots?

Lots are served by a "Shared Travelway"

Lots front an existing publicly maintained street

Access conforms to the exemptions allowable for a Family Subdivision

Please review the submittals qualifications listed below and verify that the criterion is met, by checking "Yes" or "No". If a Criterion is not applicable, please check, "N/A"

| Submittal Qualifications | YES | NO | N/A |
|--|-----|----|-----|
| The Subdivision proposal (1) seeks to divide property into ten (10) or fewer Lots and does not qualify as an "Exempt Plat" or (2) qualifies as a bona fide Family Subdivision that conforms to the requirements outlined in Sec. 59-45(A)(5) and the criteria established in this section. | | | |
| The property for which the Subdivision is proposed is zoned R-15, Flex-1, R1-MM, R-1, R-2, R-1R, R-2R, R-2RF. | | | |
| <p>No Street, either public or private, will be required to be improved, extended, and/or constructed as part of the Subdivision proposal and any proposed access shall be provided by a driveway, Shared Travelway as defined in Sec. 59-45(A)(1), or exempted from Roadway construction requirements as a bona fide Family Subdivision.</p> <p>If Access is provided by a Shared Travelway, a minimum 30' I/E Easement is shown, Hold Harmless Provided, and the following Certification statement is provided on the Plat.</p> <p><i>"The property owner(s) of record hereby acknowledge(s) that physical access to serve the Lots shown hereon is not provided with recordation of this Plat, and it is not the responsibility of Berkeley County to construct and/or maintain said access. A physical access constructed and maintained in accordance with the International Fire Code (IFC), as adopted by County Council, shall be verified before any residential dwelling of which it serves is permitted to be occupied and any applicable authorizations for encroachment onto publicly-maintained rights-of-way or Easements shall be issued prior to construction".</i></p> <p>Signature(s) of Property Owner(s) or Legal Representative Thereof:</p> <p>_____</p> <p>Date: _____</p> <p>Lot Description: _____</p> | | | |
| <p>No public water or sewer facilities or Utility lines will be required to be improved, extended, or established as part of the Subdivision proposal and no private community water or sewer facilities will be established. Potable water and sanitary sewer will be provided via the installation of service line connections or taps from existing main lines or the installation of individual onsite septic and private well facilities. <u>Letter of Determination of Water/Sewer Availability from the applicable Water and Sewer Agency is included with this application.</u> If services are not available and the applicant has no intent of building homes on the proposed lots within the next 5 years, is the following certification statement provided on the plat?</p> <p><i>"The Property owner(s) of record hereby acknowledge(s) that the Lots shown hereon are considered non-buildable until public water and/or sewer is made available to these Lots or SCDHEC approves an onsite septic system and/or individual well for each individual Lot."</i></p> <p>Signature(s) of Property Owner(s) or legal representative Signature _____</p> <p>Date _____</p> | | | |
| No drainage facility or conveyance, either public or private, is required to be improved, extended, or created as part of the Subdivision proposal as determined by the County Engineer or designee. If the County Engineer or designee determines that drainage facilities or conveyances, either public or private, are required to be improved, extended, or created, the Subdivision proposal shall be processed as "major". | | | |
| The Subdivision proposal shall conform to applicable SCDHEC or MS4 requirements, where applicable, for land disturbance as well as Chapter 11, Buildings and Building Regulations. | | | |
| The Subdivision proposal is not an application for Cluster Subdivision as defined in Article 13 of the Berkeley County Zoning Ordinance. | | | |
| <p>With the exception of bona fide Family Subdivision submittals that conform to the requirements for Family Subdivision found in Sec. 59-45(A)(5), the following note shall be provided on the Minor Subdivision Plat and all subsequent re-surveys/re-Subdivision of Lots created therein:</p> <p><i>The [insert name of] Subdivision [or Lot, as applicable] was created as a Minor Subdivision per Section 59-45(A)(2) of the Berkeley County Land Development and Subdivision Regulations. No more than 10 Lots shall be created out of the parent TMS [xxx-xx-xx-xxx] without bringing the entire Subdivision into full compliance to the standards established for a Major Subdivision per Section 59-24 and a new Plan/Plat is submitted to the Department, unless a Waiver is issued by the Planning Commission and, if applicable, the property owners' association or similar entity.</i></p> | | | |

PLAT HISTORY AND APPLICANT ACKNOWLEDGEMENT SECTION

SECTION I:

Existing Tract Prior To 1999

I, the applicant, hereby certify that the attached plat surveyed by _____ and dated _____ is a parcel of land identical to the lot of record which was created but unrecorded prior to the adoption of the Berkeley County Subdivision Regulations on April 26, 1999 and has not been changed in size or shape since the date mentioned above. The unrecorded plat has been provided to Berkeley County to verify the property description as stated within the deed for the land.

Name: _____

Signature: _____ Date _____

SECTION II:

Previously-Approved Subdivision

I, the applicant, hereby certify that the attached plat is of a parcel of land identical to the plat which was approved by the Berkeley County previously and has not changed in size or shape in any way since the plat was approved by the Berkeley County (not including surveying errors or right of way acquisitions).

Most Recent Plat Recorded in Plat Cabinet/Book _____ Page _____

Name: _____

Signature: _____ Date _____

SUBMITTAL ENCLOSURES (PLEASE CHECK ALL THAT APPLY)

- Are reference plats or, in cases where there are no previously-recorded plats, reference deeds included with this application?
- Letter of Determination of Water/Sewer Availability from the Water/Sewer Provider
- Septic Permits (when applicable)
- Other (please specify): _____

Acknowledgments:

I, the applicant, hereby acknowledge by my signature that this application is complete and accurate, **I have read and understand all of the requirements for Minor Subdivision review and approval, and I am the owner of the subject property or the authorized representative of the owner.** I authorize the subject property to be posted and/or inspected. I further acknowledge that **all fees are non-refundable; upon formal stamped approval of this plat, it is my responsibility to record it at the Berkeley County Register of Deeds (ROD) within 2 years, otherwise, the approval will no longer be valid (vested); and should my plat submittal become inactive for a period of six (6) months from the date of the last correspondence issued by this Department, it will be discarded, and I will be required to submit a new application and fee for review.**

I also hereby certify that the tract(s) or parcel(s) of land to which this approval request pertains *is not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought*, as provided in the South Carolina Code of Laws, Section 6-29-1145, and are exempt per Section 59.35 of the Berkeley County Code of Ordinances.

DO YOU INTEND TO UTILIZE THE VOLUNTARY PLAT RECORDING COURTESY SERVICE? Please note that an additional \$25 fee applies. YES NO

Signature: _____ Date: _____

| STAFF USE ONLY | | |
|--|--|---|
| Review Fee (Initial Submittal Only): \$ _____ | <input type="checkbox"/> Cash <input type="checkbox"/> Check (Number: _____) | <input type="checkbox"/> Online Fee Payment |
| PLANNER: | Submittal Date: | |
| PLMS # | Approval Date: | |
| Approved Plat Recorded by Dept: <input type="checkbox"/> YES <input type="checkbox"/> NO | Recording INFO: | |
| Approved Plat Picked Up By: | Printed Name: _____ | Signature: _____ |
| | | Staff Initials: _____ |