



## PLANNING & DEVELOPMENT SERVICES

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## Minor Subdivision/Individual Plat Checklist & Application

This checklist is to assist with the submittal and plan review of a minor subdivision/individual plat, and should be used to ensure all appropriate documentation is submitted. The review of a minor subdivision/individual plat can take up to five (5) business days. Plats are processed in the order in which they are received.

Any submittals that are determined to be incomplete will not be processed, and the applicant will be notified with an explanation of the submittal's deficiencies. To prevent any delays in the review process, please use this checklist as a guide. Any fees are due after completed review of the plat.

### **Forms listed below are required for plan review:**

- Individual Plat Application
- Septic Permit (DHEC) or Paid Water & Sewer Tap Fee Receipt

### **All plats shall have a title and contain the following information:**

- A descriptive location of the property or vicinity map;
- The city, county and state where the property is located;
- The names of the owner, company or agent of the property who requested the plat;
- The date of the survey or plat;
- A graphic and numerical scale;
- Current zoning classifications
- Minimum, required setbacks of area to be subdivided.
- Total acreage of area to be subdivided.
- Acreage in rights-of-way should be delineated separately
- The tax map number of the property to be subdivided.
- Property owner(s) name and adjoining property owner or subdivision names.
- The name, registration number and address of the surveyor;
- The following accuracy certification:
  - I hereby state that to the best of my knowledge, information, and belief, the survey shown herein was made in accordance with the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a class\_\_\_ survey as specified therein; also there are no visible encroachments or projections other than shown.*
- At least one corner of the property surveyed shall be referenced so as to form a tie-line which can be used to help establish or verify the correct location of the property;
- The distance to the nearest intersection of a street or right-of-way shall be shown on the plat;
- The north arrow shall be shown and shall be accurately correlated with the courses indicating whether it is true, magnetic or grid;

- All property lines shall be defined by course and horizontal distance. All property lines shall be plotted to the scale shown in the title;
- Bearings and distances shall be shown consistent with the class of the survey;
- When a boundary is formed by a curved line, the curve will be defined by curve data to include the radius, delta angle, total arc length and the long chord by course and distance. The curve may also be defined as a traverse of chords around the curve. Chords shall be defined by course and distance;
- Above ground utility lines not located in a designated easement or a right-of-way or any known or discovered encroachments or projections onto or from adjoining property or abutting streets shall be indicated with the extent of the encroachment or projections, if required, shown or noted on the plat;
- All easements and rights-of-way, obvious and apparent to the surveyor, shall be shown and shall include their widths and centerlines;
- Cemeteries and burial grounds located within the premises surveyed shall be located and shown upon the drawing if obvious and apparent, or if knowledge of their existence and location is furnished to the land surveyor;
- Boundaries formed by a water course shall be located and plotted to scale as shown in the title. Traverse lines and/or offset lines used to close water course boundaries shall be shown plotted to scale and defined by course and distance;
- All newly established corners shall be marked by a metal, concrete or permanently located natural object. The metal corners shall be no less than inch in diameter; the concrete corners shall be no less than four inches in diameter; both being no less than 24 inches in length. The type of corner, old or new, shall be indicated on the plat. When conditions warrant setting a corner on an offset, the location should be selected so the corner lies on a line of the survey or on a prolongation of the line;
- All lines not surveyed but copied from a previous survey shall be indicated on the plat and the source of the information given;
- The names of adjacent land owners, highways, streets and named waterways shall be shown;
- Surveys shall be referenced to any permanent natural object, structure or control monument, whether government or private, by courses and distances or distance only;
- Physical features such as storm drains, sanitary sewers, power lines, gas lines, water lines, buildings, water bodies and the like shall be shown and plotted to the scale as shown in the title.
- Larger Common Plans (stormwater) note is required for plats including 3 or more new parcels.

**OFFICE USE ONLY**

<b>Review Fee:</b> _____	<b>Culvert Fee:</b> _____	<b>Family Exemption: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
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**Applicant Name:** \_\_\_\_\_

Applicant Phone #: \_\_\_\_\_ Applicant Email Address: \_\_\_\_\_

**Property Owner(s):** \_\_\_\_\_

Property Owner Address: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_ Property Owner Email Address: \_\_\_\_\_

Address of Subject Property: \_\_\_\_\_ Tax Map #'s: \_\_\_\_\_

**Items required for submittal (please check off submitted items):**

1. **Initial Submittal:** One (1) DIGITAL copy of plat.  
Online Plan Submittal – access the website at [www.yorkcountygov.com/permitting](http://www.yorkcountygov.com/permitting)  
Log in or create an account then select “Create Project”  
**Upon Completed Review and Approval:** Submit a minimum of five (5) plats with raised surveyors seal.
2. If approval is for a new lot that is subdivided out of a larger parcel, reconfiguring lot lines or combining lots, please provide the following items:
  - SCDHEC letter or proof of septic system if proposed lot is less than 2 acres.
  - Proof of service of public water & sewer system or community well.
  - The remainder of the property must meet zoning requirements for minimum lot size.
3. If approval is for a lot being deeded to an immediate family member (Family Exemption), please provide the following items:
  - Copy of the draft deed that specifies the relationship from the Grantor to Grantee (ex: Mother to son/daughter etc.).
  - SCDHEC letter or proof of septic system if proposed lot is less than 2 acres.

**Additional items for your information:**

1. The property owner may be subject to culvert fees should the property be part of a larger common plan or if there are existing or multiple cub cuts proposed for the property.
2. You will be contacted when the review is completed.
3. Fees are due after completed review of the plat.

**Deed/ Covenant Restriction Agreement: (Multiple Owners, see next page)**

I \_\_\_\_\_ have read and understand the deed/covenants and restrictions for:  
Property Owner

\_\_\_\_\_  
Subdivision Name and Property Address

\_\_\_\_\_  
Tax Map Number(s)

The subdividing of my property, in no way violates or is in conflict with the deeds, covenants, or restrictions. I also understand if this statement is found to be false, the approval of the plat will be null and void.

**Property Owner Signature:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Multiple Owners Signature Page**

We, the property owners, have read and understand the deed/covenants and restrictions for:

\_\_\_\_\_.  
Subdivision Name and Property Address

\_\_\_\_\_  
Tax Map Number(s)

The subdividing of our property, in no way violates or is in conflict with the deeds, covenants, or restrictions. We also understand if this statement is found to be false, the approval of the plat will be null and void.

**Checking the box next to your signature indicates your understanding and acceptance that the above statement is true.**

**Property Owner Signature:** \_\_\_\_\_  
**Property Owner Printed Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_  
**Property Owner Printed Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_  
**Property Owner Printed Name:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_