



PLANNING & DEVELOPMENT SERVICES  
PO BOX 96, YORK, SC 29745  
PHONE (803) 909-7230 / FAX (803) 909-7227

**INDIVIDUAL PLAT APPROVAL REQUEST**

**\*\*PLEASE ALLOW 5 BUSINESS DAYS FOR PROCESSING\*\***

OFFICE USE ONLY		
Review Fee:	Culvert Fee:	Family Exemption: Yes <input type="checkbox"/> No <input type="checkbox"/>

Contact name: \_\_\_\_\_

Phone #(s): \_\_\_\_\_ Email address: \_\_\_\_\_

Property owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #(s): \_\_\_\_\_ Email address: \_\_\_\_\_

Property Tax Map Number: \_\_\_\_\_

Address of subdivided property: \_\_\_\_\_

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

1. Minimum of five (5) plats with the surveyors raised seal.
2. (Family Exemption) If approval is for a lot being deeded to an immediate family member, please provide the following items:
  - A 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.
3. 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.

**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 proposed multiple cub cuts for the property.
2. You will be contacted when the review is completed.
3. Fees are due after completed review of the plat.

*Continued next page*

**Deed/ Covenant Restriction Agreement:**

I \_\_\_\_\_ have read and understand the deed/covenants and restrictions for  
(property owner)

\_\_\_\_\_  
(subdivision name and property address)

The subdividing of my property, \_\_\_\_\_, in no way violates or is in  
(tax map #)

conflict with the deed/covenants and 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: \_\_\_\_\_

*Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law.*