

**CITY OF BEAUFORT, SOUTH CAROLINA  
MINOR SUBDIVISION APPLICATION**

**(Subdivisions of 5 or fewer lots)**

P.O. Drawer 1167

Beaufort, South Carolina 29901

Phone: (843) 525-7011 / Fax: (843) 986-5606

Application Fee

\$50

Revised

05/28/2009

|  |   |
|--|---|
| DATE APPLICATION COMPLETED   | NAME OF SUBDIVISION/OWNER                                       |
| APPLICANT (DEVELOPER) NAME, ADDRESS<br><br>PHONE#<br>E-MAIL ADDRESS: | PROPERTY OWNER (NAME, ADDRESS)<br><br>PHONE#<br>E-MAIL ADDRESS: |
| PROJECT LOCATION (ADDRESS)   | TOTAL ACREAGE   |
| PROPERTY IDENTIFICATION # (DMP #)                                    | # OF LOTS   |

**-APPLICATION INFORMATION REQUIRED-**

|  |   |
|--|---|
| <p><b>Submittal Requirements:</b></p> <p><input type="checkbox"/> Application Fee - \$50.00.</p> <p><input type="checkbox"/> Water and Sewer Certification form signed by Beaufort- Jasper Water &amp; Sewer Authority that water and sewer service is available to the lots; and</p> <p><input type="checkbox"/> Encroachment permit from S.C. Department of Transportation (843) 524-7255.</p> <p><input type="checkbox"/> Five (5) copies of the plat are required.</p> | <p><b>Plat Requirements (5 copies are required):</b></p> <p><input type="checkbox"/> Label as "Subdivision Plat"</p> <p><input type="checkbox"/> North arrow</p> <p><input type="checkbox"/> Scale</p> <p><input type="checkbox"/> Vicinity map</p> <p><input type="checkbox"/> Boundaries in bearing and distances</p> <p><input type="checkbox"/> Street Name(s)</p> <p><input type="checkbox"/> City limits line (if applicable)</p> <p><input type="checkbox"/> Floodplain information</p> <p><input type="checkbox"/> AICUZ Disclosure Statement (if applicable)</p> <p><input type="checkbox"/> Specify location in City of Beaufort</p> <p><input type="checkbox"/> Reference City of Beaufort Codes Office and City of Beaufort Unified Development Ordinance</p> <p><input type="checkbox"/> Name of owner</p> <p><input type="checkbox"/> All existing structures must be shown</p> <p><input type="checkbox"/> Building setbacks must be shown</p> <p><input type="checkbox"/> All trees &gt;8" DBH on the lot(s) to be developed</p> <p><input type="checkbox"/> Surveyor's raised seal</p> |
|--|---|

|                            |      |                        |
|----------------------------|------|------------------------|
| APPLICANT'S SIGNATURE      | DATE | DATE OF FINAL APPROVAL |
| PROPERTY OWNER'S SIGNATURE | DATE |                        |

**\*\*OFFICE USE ONLY\*\***

|              |           |                 |
|--------------|-----------|-----------------|
| RECEIVED BY: | RECEIPT # | ZONING DISTRICT |
|--------------|-----------|-----------------|