



# MINOR SUBDIVISION APPLICATION

## SUBDIVISIONS LESS THAN 10 ACRES

Community & Economic Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606 | [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

Application Fee: \$50

Receipt # \_\_\_\_\_

**OFFICE USE ONLY:**    **Date Filed:** \_\_\_\_\_    **Application #:** \_\_\_\_\_    **Zoning District:** \_\_\_\_\_

**Total Acreage:** \_\_\_\_\_    **# Of Lots:** \_\_\_\_\_

### Applicant and Property Information

Applicant Name: \_\_\_\_\_

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

Applicant E-mail: \_\_\_\_\_    Applicant Phone Number: \_\_\_\_\_

Applicant Title:     Homeowner     Tenant     Architect     Engineer     Developer

Property Owner (if other than the Applicant): \_\_\_\_\_

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

Property Owner E-Mail: \_\_\_\_\_    Property Owner Phone Number: \_\_\_\_\_

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

Property Identification Number (Tax Map & Parcel Number): \_\_\_\_\_

### Required Application Information

#### **Submittal Requirements:**

1. Applicant Fee - \$50.00
2. Water and Sewer Certification form signed by Beaufort-Jasper Water & Sewer Authority that water and sewer is available to the lots
3. Encroachment permit from S.C. Department of Transportation (843) 524-7255.
4. Five (5) copies of the plat.

#### **Subdivision Plat Shall Include:**

- Label as "Subdivision Plat"
- North arrow, graphic scale
- Vicinity map, specifying that the location is within the City
- Boundaries in bearing and distances
- Street Name(s)
- City limits line (if applicable)
- Floodplain information
- AICUZ Disclosure Statement (if applicable)
- Reference City of Beaufort Codes Office and Beaufort Code
- Name of owner
- All existing structures
- Building setbacks
- All trees >8" DBH on the lot(s) to be developed
- Surveyor's raised seal

Applicant's Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_    Date: \_\_\_\_\_

Approved By: \_\_\_\_\_    Date: \_\_\_\_\_