



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

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. Service Authorization Letter from Beaufort-Jasper Water & Sewer Authority providing proof of service to the property.
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: _____