

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) 525-7034

-OFFICE USE ONLY-

DATE APPLICATION COMPLETED	RECEIVED BY	FILING FEE	RECEIPT NO.
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NAME OF SUBDIVISION		ZONING DISTRICT
APPLICANT (DEVELOPER) NAME, ADDRESS, FAX, EMAIL		PROPERTY OWNER (NAME, ADDRESS)
PHONE NO.	PHONE NO.	
PROJECT ADDRESS	TAX MAP NO.	TOTAL ACREAGE
	PARCEL NO.	NO. OF LOTS

APPLICATION INFORMATION REQUIRED

<p>Submittal Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Application Fee - \$25.00 base fee plus \$1 per lot (ex., the fee for a 2-lot subdivision is \$27); <input type="checkbox"/> Water and Sewer Certification form signed by Beaufort-Jasper Water & Sewer Authority that Water and sewer service is available to the lots; and <input type="checkbox"/> Encroachment permits from the S.C. Department of Transportation Ron Oddo, (843) 524-7255. 	<p>Plat Requirements:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Label as "Subdivision Plat" <input type="checkbox"/> North arrow <input type="checkbox"/> Scale <input type="checkbox"/> Vicinity map <input type="checkbox"/> Boundaries in bearing and distances <input type="checkbox"/> Street Name(s) <input type="checkbox"/> City limits line (if applicable) <input type="checkbox"/> Floodplain information <input type="checkbox"/> Specify location in City of Beaufort <input type="checkbox"/> Reference City of Beaufort Codes Enforcement Department and City of Beaufort Unified Development Ordinance <input type="checkbox"/> Name of owner <input type="checkbox"/> All existing structures must be shown <input type="checkbox"/> Building setbacks must be shown <input type="checkbox"/> All trees >8" DBH on the lot(s) to be developed. <input type="checkbox"/> Surveyor's raised seal <p>5 Original copies of the plat are required.</p>		
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">APPLICANT'S SIGNATURE</td> <td style="width: 50%; border: none;">DATE</td> </tr> </table>	APPLICANT'S SIGNATURE	DATE	DATE OF FINAL APPROVAL
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