



MINOR SUBDIVISION APPLICATION FORM

Community Development Department
1911 Boundary Street, Beaufort, South Carolina 29902
p. (843) 525-7049 / f. (843) 986-5606
Email: development@cityofbeaufort.org / Website: www.cityofbeaufort.org

Application Fee:
see attached schedule

OFFICE USE ONLY: Date Filed: _____ Application #: _____ Zoning District: _____

Approved By: _____ Date: _____

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application? Yes No

Recordation of Minor Subdivision Plat: Five signed copies of the Minor Subdivision plat shall be delivered to the City. The applicant will be responsible for recording the minor subdivision plat with Beaufort County.

Applicant & Property Information:

Applicant Name: _____

Applicant Address: _____

Applicant E-mail: _____ Applicant Phone No.: _____

Applicant Title: Homeowner Tenant Architect Engineer Developer Contractor

Owner (if other than the Applicant): _____

Owner Address: _____

Owner E-mail: _____ Owner Phone No.: _____

Property Address: _____

Property Identification Number(s): _____

Total Acreage: _____ Number of Lots: _____

Certification of Correctness: I/we certify that the information in this application is correct.

Applicant's Signature: _____ Date: _____

Owner's Signature: _____ Date: _____

(The owner's signature is only required if the applicant is not the owner.)

NOTE: See page 2 for the Minor Subdivision requirements and checklist.



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Minor Subdivision – Requirements and Checklist:

- Letter from Beaufort-Jasper Water & Sewer Authority (BJWSA) certifying availability of service to property.**
- Encroachment permit from S.C. Dept. of Transportation (843-524-7255).**
- Title Commitment:** A current title commitment dated no more than 30 days from the date of minor subdivision plat application submittal.
- Plat Standards:** The plat shall comply with the following standards:
 - The plat shall be prepared by or under the direct supervision of a registered land surveyor and shall meet applicable State of South Carolina requirements.
 - Except for parcels separated by public rights-of-way, public tracts, or railroads, parcels not contiguous shall not be included in one plat, nor shall more than one plat be made on the same sheet. Contiguous parcels owned by different parties may be included on one plat, provided that all owners join in the dedication and acknowledgment.
 - Lengths shall be shown to the nearest hundredth of a foot, and bearings shall be shown in degrees, minutes and seconds.
 - Bearings, distances and curve data of all perimeter boundary lines shall be indicated outside the boundary line, not inside, with the lot dimensions.
 - All signatures shall be made in black drawing ink.
 - Title of Project.
 - North arrow, scale (not greater than one inch equals 100 feet) and date of preparation.
 - Vicinity map.
 - Legal description.
 - Basis for establishing bearing.
 - Names and addresses of owners, applicant, designers, engineers, and surveyors.
 - Total acreage of subdivision.
 - Bearings, distances, chords, radii, central angles, and tangent lines for the perimeter and all lots, blocks, rights-of-way, and easements.
 - Lot and block numbers, numbered in consecutive order, and square footage or acreage to two decimal places of each lot or tract.
 - Parcels exempted from inclusion noted as “not included in this subdivision” and the boundary completely indicated by bearings and distances.
 - Existing rights-of-way in and adjacent to subject property (labeled and dimensioned).
 - Existing and proposed street names for all streets on and adjacent to the property.
 - Existing easements and their type in and adjacent to subject property (labeled and dimensioned).
 - Location and description of monuments.
 - Floodplain boundary with a note regarding source of information (if a flood does not exist on the property, please state this on the plat).
 - Blocks for signatures of owner, surveyor, and City approval, as applicable.



SUBDIVISION REVIEW FEE SCHEDULE

Effective Date: 05/14/2024

PLANNING COMMISSION REVIEW FEES:

- Major Subdivisions

○ <u>Lots</u>	<u>Fee</u>
6 to 49 lots	\$1,000 + \$10/lot
50 to 100 lots	\$1,500 + \$10/lot
101 to 300 lots	\$2,000 + \$10/lot
301+ lots	\$2,500 + \$10/lot

STAFF REVIEW FEES:

- Plat Review.....\$50
- Minor Subdivisions.....\$50 + \$50/lot