



MAJOR SUBDIVISION REVIEW

Final Plat – 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

Has Project Received Preliminary Plat Approval? (Required) Yes No

Applicant & Project 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 pages 2-4 for the Final Plat requirements and checklist.



MAJOR SUBDIVISION REVIEW

Final Plat – 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

Final Plat – Requirements and Checklist:

- Standards:** The final plat shall comply with the following standards:
 - All requirements of Section 7.5.4 (Preliminary Plat requirements).
 - The plat shall be prepared by or under the direct supervision of a registered land surveyor, shall be signed and stamped by said surveyor, and shall meet applicable State of South Carolina requirements.
 - Existing and proposed easements (including rights-of-way) in and adjacent to property (labeled and dimensioned).
 - Existing and proposed street names for all streets on and adjacent to the property.
 - Final Traffic Impact Analysis (if applicable) as per the requirements found in this Code.
 - If applicable, prior to commencement of construction, a State Highway utility permit from SCDOT.
 - If applicable, prior to commencement of construction, a State Highway access permit from SCDOT.
 - If applicable, prior to commencement of construction, a construction dewatering permit from SCDES.
 - If applicable, prior to commencement of construction, a 404 permit from the Army Corps of Engineers.
 - Prior to commencement of construction, acceptable collateral in the amount and form stipulated in Section 7.1.5 (Improvement Guarantees).
- Original Plats:** The applicant shall submit to the city five original, signed copies of the Final Plat, ready to record, and final executed copies of all agreements.
- Complete engineering plans and specifications:** As a condition of Final Plat approval, the applicant shall prepare and submit the following:
 - Construction plans and profiles:** The plans and profiles shall be prepared by a registered professional engineer licensed in the State of South Carolina. Plans shall be 24 inches high by 36 inches wide and provide the following information:
 - The horizontal to vertical scales shall be chosen to best depict the aspects of the design.
 - Minimum horizontal scale: One inch equals 100 feet.
 - Minimum vertical scale: One inch equals ten feet.
 - The typical road geometric and structural cross-section is to be shown on each plan sheet.
 - The plan must show right-of-way lines and widths, road names, lot lines, tangent lengths and bearings, curve radii, delta angles, curve lengths, chord lengths and bearings, stationing at all beginning of curves and end of curves, intersections, structures, angles, curb lines, cross pans, traffic control devices (islands, striping, signs, etc.), drive cuts, curb returns and radii, and all other features to enable construction in accordance with approved standards and standard engineering practice. Stationing may be centerline if approved by the Codes Administrator. Construction plans shall include water lines and appurtenances, sewer lines and appurtenances, and storm water lines and appurtenances and any other wet utilities.
 - The profiles shall include existing and proposed grade at curb and gutter or centerline of street elevation at point of intersection of vertical curves, intersections, and grade breaks, point of curb return (PCR), point of reverse curve (PRC), and other critical points, structures, and all other features.



MAJOR SUBDIVISION REVIEW

Final Plat – 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

-
- Structure Details:** Sufficient data shall be given regarding construction of major structures and road appurtenances such as bridges, culverts, gutters, drives, walks, cross pans, etc.; detail shall include orientation line and grade, cross-sections, dimensions, reinforcement schedules, materials, quality specification, etc., or as the Codes Administrator may approve.
 - Final Water Report:** A final water report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.
 - Final Sanitary Sewer Report:** A sanitary sewer report including hydraulic analysis and pipe sizing calculations. Note, this report can be verified by BJWSA and does not need to be submitted to the City.
 - Sewage collection and water supply distribution plans, profiles, and specifications:** The plans, profiles and specifications shall be prepared by a registered professional engineer and shall be accompanied by written approvals from BJWSA.
 - Final drainage plans and reports:** Based upon the approved preliminary drainage plan, a final report is to be submitted in accordance with SOLOCO Drainage and Design Criteria, as amended or as the Codes Administrator may approve. The plan and report must provide:
 - Erosion control plans, when required.
 - Sizing of all pipes, inlets, conveyance ways, and other appurtenances.
 - Final grading plan:** The final grading plan shall be 24 inches high by 36 inches wide and illustrate existing and proposed contours and lot and block grading details.
 - Soils report:** The soils report shall detail pavement design and construction requirements and shall be submitted after overlot grading is complete.
 - Final landscape and open space plan:** The landscape plan must address the treatment of all exterior spaces. Landscape plans are to be designed to meet the requirements of this Code and show trees, shrubs, groundcovers, turf, buffering, fences, walls and other site amenities that will be included in the plan. All plant materials must be adapted to the physical limitations of the local climate and specific conditions of the landscape plan. All plant materials must meet specifications of the American Association of Nurseryman for number one grade. All street trees must be selected from the City of Beaufort recommended tree list. The landscape plan must be drawn to scale (not greater than one inch equals 50 feet) on 24 inches high by 36 inches wide sheets, and shall include the following:
 - Project name.
 - Scale, north arrow, and date of preparation.
 - Existing and proposed streets and street names.
 - Lot lines, easements, and public rights-of-way as shown on the subdivision plat, including gross and net area of all parcels.
 - Location of proposed building footprints and parking areas.
 - Location of storage, loading, and service areas.
 - Existing and proposed two-foot contours (based on USGS datum).
 - Natural features, wetlands, wildlife corridors, floodplains, streams, ditches, and other waterways.
 - The location of existing and proposed utilities. Utility lines can be 'ghosted' in on the landscape plan to vary the line types for cleaner drawings.



MAJOR SUBDIVISION REVIEW

Final Plat – 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

-
- All existing trees within the proposed site and adjacent to the site must be accurately identified on the plan. Existing trees must be labeled as to their size, species, and if they are intended to remain, be removed, or transplanted. All replacement mitigation trees will need to be shown separately on the plan. Tree protection standards for existing trees to remain shall be included on the plan.
 - The extent and location of proposed trees, shrubs and perennials and quantities of each species. Plant materials are to be drawn at two-thirds of their mature size.
 - Landscape schedule including the represented plant symbol, Latin name, common name, planting size and number of individual plants. All plant materials are to meet the minimum size requirements as provided in this Code.
 - Proposed treatment of all ground surfaces must be clearly indicated, including turf, paving, mulch, native grass, seeded grass, etc. Grass areas are to be specified as seed or sod, and a seed mix/rate specified.
 - Site distance triangles must be shown at street intersections pursuant to this Code.
 - Project specific landscape notes and details to ensure the proper planting, establishment and survival of plant materials. Additional notes detailing the warranty for plant materials and continues maintenance shall be included.
 - Open space and pedestrian circulation system.
 - Proposed grading of the project site, including drainage swales, detention basins, retaining walls and any off-site infrastructure improvements.
 - Notes for conservation and retention of topsoil and landscape soil preparation.
 - Restoration, revegetation, or enhancement of disturbed natural areas or open space feature.
 - Park structures, signage, play equipment, and other landscape or park amenities and appurtenances.
 - A PDF and an AutoCAD drawing file of the Final Plat in an electronic format specified by the Codes Administrator.
 - Design standards as required in section 7.5.7.B.4 (Site Plan).



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