



MAJOR SUBDIVISION REVIEW Preliminary 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 Attended a TRC Meeting? (Required) Yes No

Submittal Requirement: 7 hard copies and 1 digital copy of all forms and information are required.

Applicant 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.: _____

Project Information:

Project Name: _____

Property Address: _____

Property Identification Number(s): _____

Total Acreage: _____

Number of Lots: _____



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Brief Project Narrative: (Attach any necessary documentation, spec sheets, pictures, paint swatches, etc.)

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 3-4 for the Preliminary Plat requirements and checklist.



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Preliminary Plat – Requirements and Checklist:

- Title Commitment:** The title commitment must be current and dated no more than 120 days from the date of preliminary plat application submittal.
- Preliminary Plat:** The preliminary plat shall provide the following information:
 - Title of project.
 - North arrow, scale (not greater than one inch equals 200 feet), and date of preparation.
 - Vicinity map.
 - Names and addresses of owners, applicants, engineers, and surveyors.
 - Legal description.
 - Total acreage of property.
 - Existing contours at two-foot intervals (based on USGS datum).
 - Name and location of abutting subdivisions or owners of abutting property (if land is not platted).
 - Lots, blocks, and street layout (with cross-sections), dimensions and square footage for each lot. Dimensions and square footages may be rounded to the nearest whole number.
 - Consecutive numbering of all lots and blocks.
 - Existing and proposed easements (including rights-of-way) on and adjacent to the property.
 - Existing and proposed zoning on and adjacent to property.
 - Approximate location and size of existing sewer lines, water lines, and fire hydrants. Approximate location of proposed sewer lines, water lines, and fire hydrants with a letter from BJWSA and the Fire Marshall.
 - Location by field survey or aerial photography of existing and proposed water courses and bodies of water such as irrigation ditches and lakes. Water courses shall include direction of flow.
 - Tree survey with existing tree canopy survey.
 - Floodplain boundary with a note regarding source of information (if a floodplain does not exist on the property, state this on the plan).
 - The boundaries of proposed phases of the subdivision if the final plat is intended to be submitted in multiple phases.
 - General location of existing surface improvements such as buildings, fences, or other structures which will remain on the property as part of the subdivision.
 - Location and acreage of proposed parks, trails, playgrounds, schools or other public uses.
 - Location, function, ownership and manner of maintenance of any private open space.
 - Land use table including land uses, approximate acreage of each land use type, percentage of each land use type density (net and gross) and how public dedication requirement will be met.
 - Total number of lots.
 - Number of each type of dwelling unit proposed.



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- An AutoCAD drawing file of the Preliminary Plat in a format specified by the Codes Administrator.
 - Surveyor's certificate.
 - Drawing Standards:** The preliminary plat drawing shall comply with the following standards:
 - The preliminary plat shall be prepared by or under the direct supervision of a registered land surveyor, architect and/or engineer, shall be signed and stamped by said surveyor, architect and/or engineer, and shall meet applicable State of South Carolina requirements.
 - Contiguous parcels separated by easements (including public rights-of-way), public tracts, or railroads, parcels not contiguous with each other 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 application and acknowledgement.
 - Lengths on the preliminary plat boundary 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.
 - Names and signatures of all owners with any interest in the property shall be on the preliminary plat and shall be made in black drawing ink.
 - Explanation of how the plat is consistent with this Code, the Comprehensive Plan, the Civic Master Plan, and the Sketch Plan.**
 - Preliminary grading and drainage plan and report:** This plan and report must be certified by a South Carolina registered professional engineer or Land Surveyor and include approximate earthwork quantities (how earthwork on the site is "balanced?"), storm drainage concepts such as locations of pipe and other conveyance facilities, locations for on-site detention or downstream structural improvements, and soil erosion and sedimentation control plans and specifications. It must also discuss the impacts on and to any existing floodways and/or floodplains both on and adjacent to the site as well as any FEMA applications or approvals that may be required.
 - Preliminary water and sewer plan and study:** This plan shall be prepared by a registered professional engineer. It is necessary that the engineer consult with the appropriate utility service providers regarding the design of all utilities through the subdivision.
 - Preliminary 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 approximate locations of trees, shrubs, groundcovers, turf, buffering, fences, walls, and other site amenities that will be included in the plan.
 - Traffic Study:** A TIA with requirements consistent with Section 7.3.2. This study must be prepared by a SC licensed professional traffic engineer and identify the project impacts to the local and regional traffic system. The direct roadway impacts and proposed share in the cost of regional improvements and intersections must be identified for the project.
 - Archaeological impact assessment:** As determined by the Codes Administrator, an applicant may be required to provide the City, pursuant to Section 8.4, with records listing historically or archaeologically significant findings on the property being subdivided at the applicant's expense.
 - General ecological resource survey:** Prepared by an environmental expert, a survey identifying the potential/absence/habitat of a threatened or endangered species and wetlands or other ecologically sensitive area. Said survey shall make practical recommendations regarding treatment or mitigation of the findings.
 - Conceptual design:** Applicant should provide conceptual design and massing examples (i.e. typical building elevations, but not required for each individual lot), consistent with the requirements of this Code.



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