



## MAJOR SUBDIVISION PROCESS SKETCH PLAN APPLICATION

Community Development Department  
1911 Boundary Street, Beaufort, South Carolina, 29902  
p. (843) 525-7011 / f. (843) 986-5606  
email: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org) website: [www.cityofbeaufort.org](http://www.cityofbeaufort.org)

*Application Fee: \$0*

**OFFICE USE ONLY:** **Date Filed:** \_\_\_\_\_ **Application #:** \_\_\_\_\_ **Zoning District:** \_\_\_\_\_  
**Site Area:** \_\_\_\_\_ **Meeting Date:** \_\_\_\_\_

**Schedule:** The Metropolitan Planning Commission (MPC) typically meets the 3<sup>rd</sup> Monday of each month at 5:00 pm. The complete schedule can be found here - <http://www.cityofbeaufort.org/metropolitan-planning-commission.aspx>

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

**Conceptual Request:** Sketch Plan as described in Section 9.3.1.B, Conceptual Plat showing lots, roads and street sections, sidewalks, existing/proposed trees, open space.

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone Number: \_\_\_\_\_

Applicant Title:  Homeowner  Tenant  Architect  Engineer  Developer  Contractor

Owner (if other than the Applicant): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Property Identification Number (s):(Tax Map & Parcel Number): \_\_\_\_\_

Meeting Date Requested: \_\_\_\_\_

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

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

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**Project Information**

Project Name: \_\_\_\_\_

Site Area in Acres: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Proposed Allocations (in acres and gross %):

Developed Area: \_\_\_\_\_ Civic/Open Space: \_\_\_\_\_

Provide a brief Project Narrative:

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**CONTACT INFORMATION** – Application form & supplementary information may be submitted via email:

E-Mail: [development@cityofbeaufort.org](mailto:development@cityofbeaufort.org) | Phone: (843) 525-7011 | Fax: (843) 986-5606

**NOTE: See page 3 for Major Subdivision Process and Sketch Plan Checklist**



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## MAJOR SUBDIVISION PROCESS

### STEP 1 (Consultation):

- ✓ Schedule a Pre-Application conference with a City of Beaufort Planner

### STEP 2 (Sketch Plan Approval):

- Submit 'Sketch plan' application along with items required on checklist (may need to be submitted to Metropolitan Planning Commission (MPC) by staff for approval)

### STEP 3 (Preliminary Plat Approval):

- Submit 'Preliminary Plat' application along with items required on checklist (fee based on the number of lots)
- Letter from Beaufort-Jasper Water & Sewer Authority (BJWSA) certifying availability of service
- Preliminary and TIA (as required) approvals from SC Dept. of Transportation (843) 524-7255
- Topographical Survey
- Preliminary plat approval prior to site work/infrastructure construction plans being submitted (or bonded)

### STEP 4 (Project Permit Issuance):

- Submit 'Project Permit' for site work/infrastructure along with items required on checklist - complete work (can be bonded)

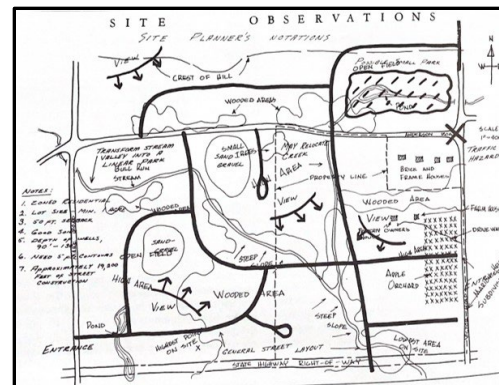
### STEP 5 (Final Plat Approval):

- Complete 'Final Plat' application along with items on checklist once site work/infrastructure has been completed/approved.
- Submit five (5) copies of final plat labeled "Subdivision Plat."
- Final plat will be reviewed, approved, and stamped for recording.

## SKETCH PLAN CHECKLIST

Plan can be a simple line drawing form showing the following:

- Proposed layout of streets
- Proposed layout of lots
- Proposed layout of buildings (general)
- Proposed layout of civic spaces
- Proposed tree coverage and other features in relation to existing conditions



Principles and Practice of Urban Planning 4th Ed. ICMA