



MINOR SUBDIVISION APPLICATION

Community Development Department
1911 Boundary Street, Beaufort, South Carolina, 29902
p. (843) 525-7011 / f. (843) 986-5606
Email: development@cityofbeaufort.org Website: www.cityofbeaufort.org

Application Fee: \$50
Receipt # _____

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

Applicability for Minor Subdivision (As defined in the Beaufort Code Section 9.9.2.A)

- Combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of this code. A nonconforming lot may be included in a lot recombination if the resultant lot becomes closer to conformity
- Subdivision of parcels less than 10 acres
- No new streets are created

Date: _____ Total Acreage: _____ Number of Lots: _____

Applicant Name: _____ Applicant Address: _____

Applicant E-mail: _____ Applicant Phone No: _____

Applicant Title: Property Owner Tenant Architect Engineer Developer

Property Owner (if other than the Applicant): _____

Property Owner Address: _____

Property Owner E-Mail: _____ Property Owner Phone No: _____

Property Address: _____

Property Identification Number (Tax Map & Parcel Number): _____

Submittal Requirements:

- Application Fee of \$50.00
- Letter from Beaufort-Jasper Water & Sewer Authority (BJWSA) certifying availability of service to property.
- Encroachment permit from SC Dept. of Transportation (843) 524-7255.
- Five (5) copies of final plat labeled "Subdivision Plat."

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

The owner of the property is aware of and has authorized the proposed work as described in this application. Yes No

Applicant's Signature: _____ Date: _____



MINOR SUBDIVISION CHECKLIST

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SC CODE OF LAW §6-29-1110 (4) "Subdivision" means all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or building development, and includes all division of land involving a new street or change in existing streets, and includes re-subdivision which would involve the further division or relocation of lot lines of any lot or lots within a subdivision previously made and approved or recorded according to law; or, the alteration of any streets or the establishment of any new streets within any subdivision previously made and approved or recorded according to law, and includes combinations of lots of record; however, the following exceptions are included within this definition only for the purpose of requiring that the local planning agency be informed and have a record of the subdivisions:

- (a) the combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the governing authority.
- (b) the division of land into parcels of five acres or more where no new street is involved, and plats of these exceptions must be received as information by the planning agency which shall indicate that fact on the plats; and
- (c) the combination or recombination of entire lots of record where no new street or change in existing streets is involved

Final plat, at a minimum, shall have a title and contain the following information:

- The embossed seal and the signature of the Surveyor
- A location map
- The state, county and/or city in which the property is located
- The name of the owner, company or agent of the property who requested the survey document.
- The date the field survey was completed
- A graphic scale and a numeric scale
- The name, registration number, address and phone number of the land surveyor
- The area of the parcel of tract surveyed
- A north arrow
- All property lines shall be defined by bearings and horizontal distances
- All visible items across the property line shall be indicated
- Easements and rights-of-way (i.e., power lines, etc.)
- Cemeteries and burial grounds
- Lot and block numbers and/or the full names of adjoining landowners
- Names and/or numbers of principal highways, roads, streets or railroads with their rights-of-way
- The plat book and page number of the subdivision as recorded
- Boundaries formed by water courses
- Flood hazard areas
- Critical area
- Structures shall be shown in relation to the boundary.