



**MAJOR SUBDIVISION PROCESS
FINAL PLAT APPLICATION**

Application Fee: \$0

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

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

Applicability for Major Subdivision (As defined in the Beaufort Code Section 9.9.3)

- Any division of land that does not meet all the requirements for Minor Subdivisions (Section 9.9.2.A).
- Subdivision of parcels over 10 acres
- 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): _____

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: _____

NOTE: See page 2 for Major Subdivision Process and Preliminary Plat Checklist. An application will not be accepted for review without the required submittals.



MAJOR SUBDIVISION PROCESS/FINAL PLAT 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.

FINAL PLAT CHECKLIST

- 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.