



MAJOR SUBDIVISION PROCESS  
**PRELIMINARY PLAT APPLICATION**

Application Fee: \$ \_\_\_\_\_

Receipt # \_\_\_\_\_

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)

**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/PRELIMINARY 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.

## PRELIMINARY PLAT CHECKLIST

- Plat needs to be labeled 'Preliminary Plat'
- 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, a numeric scale, and a north arrow
- The name, registration number, address and phone number of the land surveyor
- The area of the parcel of tract surveyed
- All property lines shall be defined by bearings and horizontal distances
- All visible items across the property line shall be indicated
- Existing easements and rights-of-way widths (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 and critical areas
- Structures shall be shown in relation to the boundary
- Sidewalks, landscaping/tree plantings
- Streets with curb type
- Location of utilities (to include stormwater, etc.)
- Phases delineated.
- Open spaces shown and contour lines (subdued)