



Major Subdivision PRELIMINARY PLAT Submittal Staff Checklist:

This checklist must be completed, signed, and submitted with application.

Project Name: _____ **Applicant:** _____

Project Address: _____

Project Tax ID # _____ **Applicant's Phone #** _____

Intake Staff Checklist (incomplete applications will not be accepted and returned to the Applicant)

Major Subdivision - All divisions of a tract or parcel of land into ten (10) or more lots, building sites, or other division for the purpose, whether immediate or future, of sale, lease or building development, of any division of a tract or parcel of land involving a new street or a change in existing streets.

- Laurens County Land Development Application (for Major Subdivision.)
- Applicable Review Fees.
- Eight (8) 24" x 36" copies of the Preliminary plat (and Conceptual Plan if submitted.)
- Eight (8) 24" x 36" copies of the Construction Site Plan and design calculations (if submitted simultaneously.)
- One (1) digital copy of the Preliminary Plat (and Construction Site Plan and Conceptual Plan if submitted simultaneously.)

Recorded Plat.

Recorded Deed, and deed record names of adjoining property owners.

Copies of all Encroachment Permits and Approval Letters (i.e. utilities, roadways, railroad, etc.)

Copy of submitted SC Department of Health and Environmental Control "Notice of Intent" Application and/or "Individual Lot Notice of Intent" Application.

Tree Survey and Tree Removal Permit Application.

Survey and Tax Map Survey Number(s) performed by a Registered Land Surveyor meeting the minimum "Standards of Practice Manual for Surveying in South Carolina" as approved by the S.C. Department of Labor, Licensing and Regulation.

Any deed restrictions or restrictive covenants.

Provide a written statement explaining why any items that are required are not included:

Blank area for written statement explaining why any items that are required are not included.

** Once approved, a plat shall be recorded by the subdivider in the office of the Clerk of Court for Laurens County within a period of twelve (12) months from the date that approval is granted.*

In-take Staff Signature: _____ **Date:** _____