

MINOR SUBDIVISIONS

Laurens County
Building, Planning, & Public Works
Departments



MINOR SUBDIVISION DEVELOPMENT

Minor subdivision is a subdivision which **does not** involve any of the following:

- A. The creation of ten (10) or more lots.
- B. The creation of any new street.
- C. The extension of an existing minor or major subdivision or development under the same ownership or control which would in effect create ten (10) or more contiguous lots.



Minor Subdivision Development Submittal Checklist: PLAT

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

Project Name: _____ **Applicant:** _____

Check all that apply. Leave item unchecked if not applicable

Applicant Checklist

- Proof of no outstanding taxes or assessment against the property
- Copy of recorded Minor Subdivision Disclosure Statement
- Applicable Review Fees
- DHEC NOI and DHEC IL-NOI
- Restricted Covenants Form, signed and dated
- Copies of all applicable Encroachment Permits and Approval Letters (i.e. utilities, roadways, railroad, etc.)
- Copies of any and all paperwork regarding Variances must be included

N/A *(Provide short explanation for any items that are not applicable)*

Design checklist

PLAT REQUIREMENTS

- Correct Laurens County Tax Map Survey (TMS) number(s) and performed by a Registered Land Surveyor. Plats should meet the minimum "Standards of Practice Manual for Surveying in South Carolina" as approved by the S.C. Department of Labor, Licensing and Regulation.
Total acreage, number of lots, and lots numbered on the Plat.
- Plat sheets size 11" x 17" or greater.
- If new parcel is created from a parent parcel, previous survey must be referenced on the plat.
- Entire parent parcel and the proposed division(s) must be shown on the plat.
- Any existing buildings on the parcel to be subdivided (parent parcel) on the parcel being created shall be located on the plat with setback distances from the new property lines.
- Size and location of existing sewers, water mains, drains, culverts, or other underground facilities within the area of interest.
- Existing and proposed lot sizes.
- Prepare a draft plat of the proposed subdivisions for submission to the Building Department for preliminary approval.
- Wetland, Riparian, and FEMA Flood Hazard Zone buffers required on-site, as per Appendix B of the Laurens County Subdivision Ordinance.

Indicate purpose for plat, whether for immediate or future sale, lease or building development, closing/mortgage/loan survey, subdivision, change of ownership, re-survey/boundary survey, etc.

Name of Owner(s)

Location and statement of any easements and accesses that run with the property.

N/A *(Provide short explanation for any items that are not applicable)*

** 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.*

Signature: _____ **Date:** _____