



## Major Subdivision PRELIMINARY PLAT Submittal Checklist

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

**Project Name:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_ **Property Tax ID #:** \_\_\_\_\_

### Documents Required for Application Submittal

Laurens County Major Subdivision Application.  
 Applicable Review Fees.  
 Six (6) 24" x 36" copies of the Preliminary plat (and Conceptual Plan if submitted.)  
 One (1) digital copy of the Preliminary Plat (and Conceptual Plan if submitted simultaneously.) in .pdf and .dwg formats. (Thumb drive or CD).  
 Completed Acting Agent Authorization Form. <https://laurenscounty.us/planning/>  
 Water availability letter. If public water is available, documentation of water service must be provided.  
 Sewer availability letter. If sewer service is available, documentation of sewer service must be provided.  
 Recorded Plat.  
 Recorded Deed, and deed record names of adjoining property owners, and proof of no deed restrictions or restricted covenants.  
 Copies of all applicable Encroachment Permits and Approval Letters (i.e. utilities, roadways, railroad, etc.)  
 Tree Survey with calculations as per County Tree Removal Guide. <https://laurenscounty.us/planning/>  
 Laurens County Tax Map Survey Number(s) performed by a Registered Land Surveyor meeting the minimum "Standards of Practice Manual for Surveying in South Carolina."  
 Topographic Map, at 2' to 5' intervals (survey verified) extending at least one-hundred (100) feet outside the subdivision, wetlands, riparian, FEMA floodplain hazard areas, and storm drainage ditches.  
 Traffic Impact Study, if applicable. (Div. 6, Sec. A.8, Table ii)

### Items Required on the Plat

*(Refer to Ordinance #926 for referenced items.)*

***Title Block Containing the Following:***

Name of Subdivider or Owner(s), Surveyor and/or Engineer.  
 Type of plat (Minor Subdivision Plat)  
 Type of development (Residential, Commercial, Manufactured Home Park, etc.)  
 Property Tax I.D. Number(s)  
 Name of subdivision project or property.  
 Total acreage, number of lots, lot sizes, with lots numbered on the Plat, and the proposed density calculations.  
 Calculate and provide the total buildable area onsite (as per the definition provided under Appendix A, Sec. A.)  
 Date field survey was completed and date of Plat.

***Additional Items Required on the Plat:***

Location Map, north arrow and scale.  
 Location of proposed accesses, driveways, driveway spacing, sight triangles, and sidewalks with dimensions. (Appendix A, Secs. E, F, & G)  
 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.  
 The location (footprint) of proposed structures and required setbacks shown on the plat.  
 Size and location of existing sewers, water mains, drains, culverts, or other underground facilities.  
 Location of any easements and accesses that run with the property.  
 Approximate locations of any wetland bodies, riparian streams, FEMA Flood Hazard Zones and flood plain shown on the plat along with the upland boundary of their required buffers. <https://msc.fema.gov/portal/home> (Appendix A, Secs. B and C, Appendix B)  
 Location of any required Land Use buffers. (Appendix B, Sec. C.2, Table C.2.1. and C.2.2)  
 Except for conventional residential subdivisions as defined by Division 10, provide the calculations for, and locations of, the Common Open Space, and the Natural Open space requirements (listed under Div. 11, Table 11.A.4, and Div. 12, Table 12.C.5) on the Plat/Plan and in a table format. (Appendix A, Sec. A; Appendix B, Sec. B.2.g and B.3).  
 Show the silt fencing line locations provided for buffer and open space protection. (Appendix B, Sec. B and Sec. C.1.d and e)  
 Provide the calculations for the Maximum Impervious Surface (listed under Div. 10, Tables 10.A.6, 11.A.4, and 12.C.5) for the project on the Preliminary Plat/Plan in a table format.

**Written Statements Required on the Plat** (Plats will not be approved without the following statements.)

Open Space Note: *"Newly created lots may be subject to Open Space and Maximum Impervious Coverage regulations. Open Space, Land Use buffers, and environmental buffer areas cannot be further subdivided."*

All buffers shall be prepared by a registered surveyor, on the Preliminary Plat, Construction Site Plan, and Final Plat where required (Appendix B, Sec. C.1.g). Each Plat and Plan shall include the following statement if a lot, or any part thereof, consists of a wetland or is located within the boundary of a designated Flood Plain or Flood Hazard Zone, as delineated on FEMA Maps for Laurens County, a notation shall be placed on all plats stating the following:

*"This property or portions thereof contains a protected wetland and/or is located within the boundary of a FEMA designated Flood Plain or Flood Hazard Zone requiring a protective buffer that must be maintained in perpetuity in accordance with the recorded Operations and Maintenance Agreement by the responsible property owner. No clearing, grading, construction, or disturbance is permitted within the protective buffer except as permitted by Laurens County."* (Appendix B, Sec. C.1.g.)

The following statement must be included on the Plat: *"This Plat may be subject to additional regulations under the Laurens County Subdivision Ordinance #926, including the establishment and preservation of all required buffers and Tree Removal Permits for land clearing activities."*

A written statement of the methods of dedication and management plan for the dedication type, management, and care of the Natural Open Space, Land Use buffers, and environmental buffers onsite. (Appendix B, Sec. B. 3 & 4) (Appendix B, Sec. C.1.g)

Statement clarifying whether the property line is in the center of the stream or creek or the traverse line on lots abutting a stream or creek.

Statement defining any easements and accesses that run with the property.

For residential development, a statement that, *"A maximum impervious surface coverage limit of 50-60% exists onsite for the development of the subdivision."* (Div. 10, Tables 10.A.6, 11.A.4, and 12.C.5)

If septic tanks are to be installed, in order for the plat approved, prior to issuance of septic tank permits by SCDHEC, the following note will need to be added to the plat: (Div. 9, Sec. A.2 and A.3)

*"As of this date \_\_\_\_, Lot/Parcel(s) \_\_\_\_ has/have not received approval from SCDHEC for a septic tank system. It is the responsibility of the Property Owner to contact SCDHEC for approval of a septic tank if/when development takes place. NOTICE: A Certificate of Occupancy shall not be granted to a building/use without a connection to a septic system or public sewer."*

If wells are to be installed, in order for the Preliminary Plat to be approved, prior to issuance of well permits by SCDHEC, the following note will need to be added to the plat: (Div. 9, Sec. A.2 and A.3)

*"As of this date \_\_\_\_, Lot/Parcel(s) \_\_\_\_ has/have not received approval from SCDHEC for a well. It is the responsibility of the Property Owner to contact SCDHEC for approval of a well if/when development takes place. NOTICE: A Certificate of Occupancy shall not be granted to a building/use without a connection to a well or public water."*

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**Applicant must attest to the following:**

*The parcel being subdivided is not located in an existing platted residential subdivision as a lot and subdivision of record, unless exempted under the County's Ordinance #926, Division 4, Section A.*

*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.*

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_