

MINOR SUBDIVISIONS

Laurens County
Building, Planning, & Public Works
Departments



MINOR SUBDIVISION SIMPLE PLAT CHECKLIST

A. Minor Subdivision **Simple Plat** is a subdivision which **does not** involve any of the following:

- A. The creation of more than two (2) 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 more than two (2) contiguous lots.



Minor Subdivision SIMPLE PLAT (1-2 lots) Submittal Checklist

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

Project Name: _____ **Applicant:** _____

Project Address: _____ **Property Tax I.D.:** _____

Required Documents for Application Submittal

Six (6) copies of the Minor Subdivision Plat sheet sized a minimum of 11" x 17" or greater.
 One (1) digital copy of the Minor Subdivision Plat in .pdf and .dwg formats. (Thumb drive or CD)
 Minor Subdivision Application.
 Minor Subdivision Disclosure Statement Form.
 Acting Agent Authorization Form.
 Water availability letter. If public water is available, appropriate documentation of water service must be provided.
 Sewer availability letter. If sewer service is available, appropriate documentation of sewer service must be provided.
 Unless for immediate resale of resultant lots, provide a letter from the Property Owner stating that not more than one single-family home will be built on the resulting parcels.
 Proof of no outstanding taxes or assessment against the property.
 Recorded Plat (of parent parcel).
 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.)
 Applicable Review Fees.
 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," and shall include the additional statements listed below to comply with the Laurens County Code of Ordinances.

Required Plat Design Features

Title Block Containing the Following:

Name of Subdivider or Owner(s).
 Name of Surveyor and/or Engineer.
 Type of plat (Minor Subdivision Plat)
 Name of subdivision project or property.
 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.
 Total acreage, number of lots, lot sizes, with lots numbered on the Plat.
 Date field survey was completed.
 Date of Plat.

Additional Items Required on the Plat:

Location Map.
 Street names.
 Entire parent parcel and the proposed division(s) must be shown on the plat. If new parcel is created from a parent parcel, the previous survey must be referenced 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.
 Location and statement 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 their required buffer boundaries, as per Appendix B of the Laurens County Subdivision Ordinance #926. <https://msc.fema.gov/portal/home>

Additional Statements Required on the Plat

The following statements must be included on the Plat. The Plat will not be approved without them.

If septic tanks are to be installed, in order for the plat to be approved prior to issuance of septic tank permits by SCDHEC, the following note will need to be added to the plat:

"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. A Certificate of Occupancy shall not be granted to a building/use without a septic system (or public sewer)"

If wells are to be installed, in order for the plat to be approved prior to issuance of well permits by SCDHEC, the following note will need to be added to the plat:

"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. A Certificate of Occupancy shall not be granted to a building/use without a well (or public water)"

Flood Plain notation: If a lot, or any part thereof, 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 that the lot, or a portion of the lot, is located within the boundary of a designated Flood Plain or Flood Hazard Zone.

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.

A statement describing the dedication method of rights-of-way (if applicable) and how each lot will be accessed.

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 Land Use Buffers and Tree Removal Permits."**

It is the subdivider's responsibility to outline who will be responsible for meeting the stormwater management and erosion control requirements for the development of lots consisting of one (1) acre or more. If the subdivider's lots are for immediate development, appropriate stormwater permits are to be obtained prior to the approval of the plat. If the subdivider lots are strictly for resale purposes and the subdivider does not want to be responsible for the development of the lot(s), the following notes are to be added to the plat:

- a. **There is no land disturbance associated with this simple plat.**
- b. **At the time of development each lot must obtain a Land Disturbance Permit through the County's Building Department to address water quantity and quality for lots consisting of one (1) acre or greater.**
- c. **A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.**

The 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.

The parent parcel being divided will not be part of a future division of land by the owner that when all lots are combined would constitute a Major Subdivision process.

Signature: _____ Date: _____