

## MINOR SUBDIVISIONS

Laurens County  
Building, Planning, & Public Works  
Departments



## MINOR SUBDIVISION SUMMARY PLAT

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

- A. The creation of more than nine (9) 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 nine (9) contiguous lots through previous or future divisions.

Exempt Plats for the creation of three (3) to nine (9) lots, although exempt from formal Technical Review Committee staff review, are subject to the following required items and checklist for a Summary Plat approval.



## Minor Subdivision SUMMARY PLAT (3-9 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 Summary Plat sheet sized a minimum of 11" x 17" or greater.  
 One (1) digital copy of the Minor Subdivision Summary 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 restrictive 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. All 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.  
 Minor Subdivisions consisting of five (5) or more lots must provide a tree survey of the site with calculations as per County Tree Removal Guide. <https://laurenscounty.us/planning/> (Appendix C, Sec. E.1)

#### Items Required on the Plat

##### ***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.  
 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, and density calculations.  
 Date field survey was completed. Date of Plat.

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

Location Map.  
 Adjacent street names.  
 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.  
 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 the upland boundary of their required buffers, as per Appendix B of the Laurens County Subdivision Ordinance #926. <https://msc.fema.gov/portal/home>  
 If plat consists of five (5) or more lots, provide the calculations and location of the required twenty (20) percent Natural Open Space required on the Summary Plat/Plan in a table format. (Appendix B, Sec. B.1)

## Written Statements Required on the Plat

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

K' ku' y j g' uwdf kxkf gtai' t gur qpukdixv' " vq" qwxkpg' y j q' y kni' dg' t gur qpukdrg' hqt' o ggkpi " y j g' uqto y cvgt' o cpci go gpv' cpf' " gtukqp' eqptqn' tgs wktgo gpv' hqt' y j g' f gxgnr o gpv' qh' nqu' eqpukvpi " qh' qpg' \*3+ cetg' qt' o qtg0' " K' y j g' uwdf kxkf gtai' nqu' ctg' hqt' ko o gfkcvg' f gxgnr o gpv' cr r tqr tkcvg' uqto y cvgt' r gto ku' ctg' vq' dg' qdvkpgf' r tkqt' vq' y j g' cr r tqxcn' qh' y j g' r ncv0' " K' y j g' uwdf kxkf gt' nqu' ctg' utkvn' " hqt' tguerg' r wtr qugu' cpf' y j g' uwdf kxkf gt' f qgu' pqv' y cpv' vq' dg' t gur qpukdrg' hqt' y j g' f gxgnr o gpv' qh' y j g' nqv'u+ " y j g' hqmny lpi " pqv'u' ctg' vq' dg' cffgf' " vq' y j g' r ncv"

*"At the subdivider's request, this Summary Plat was not evaluated for future development (water availability, sewer availability, stormwater management requirements, or encroachment requirements).*

- a. There is no land disturbance associated with this Summary Plat.*
- b. At the time of development each lot must obtain a Land Disturbance Permit through the County's Building Department to address water quality for lots consisting of one (1) acre or greater.*
- c. A building and land disturbance hold will be placed on each lot until the information required for the above mentioned are provided."*

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

Open Space Note: *"Newly created lots may be subject to Open Space 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 Summary Plat, Preliminary Plat, Construction Site Plan, and Final Plat where required. 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.

A statement describing the dedication method of rights-of-way (if applicable) and how each lot will be accessed. All newly created lots must have access to, and frontage on, a public right of way.

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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.*

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