



APPLICATION NOTES

- >> use this application if you plan to subdivide, combine, or alter parcels; or if creating/certifying delineations and/or easements
- >> **exempt plats** are delineations or simple property alterations that do not involve combining/subdividing more than four (4) parcels
- >> **final plats** are larger subdivision approvals that take into account additional factors as shown on **Page 2**
- >> all work must be performed by a professional surveyor licensed with the State of South Carolina and the City of Hardeeville; fill out **Form B** if you need to apply for a City Business License

APPLICATION FEES

fee type	amount charged
exempt plat (typically \$40.00)	_____
or final plat (based on acreage or lots created)	_____

for final plats, the City reserves the right to seek technical services to assist in the review of the application, triggering a Development Review Fee Account payment (see **Form F**)

SUBMITTAL CHECKLIST

plat type:	exempt plat	final plat
application (this form)	✓	✓
at least four (4) copies of the plat (one copy to be retained by the City)	✓	✓
project narrative		✓
supporting documents (see Page 2 for final plat requirements)	d	✓
exempt plat / final plat fee	✓	✓

legend: ✓ = required d = may be required (depends)

PROPERTY INFORMATION

street address or approx. location: _____

area of city / PDD: _____

tax map parcel # _____ zoning district: _____

property size: _____ acres square feet

flood zone: _____ base flood elev (if in flood zone): _____

property owner: _____

owner's phone # _____

SURVEY INFORMATION

project name / phase: _____

survey date: _____ sealed date: _____

is this a revision to a previously approved plat? y n

is this plat being produced on behalf of a court order? y n

survey company: _____

surveyor name: _____

preferred phone # _____

SC license # _____

City business license # _____ (if none, fill out **Form B**)

select a plat type and fill in the corresponding section below: **exempt plat** **final plat**

EXEMPT PLATS

type of survey: boundary delineation subdivision combination
 easement delineation others: _____

of lots now: _____ new # of lots (if subdividing/combining): _____

FINAL PLATS

detached housing attached housing mixed use center
 commercial or industrial park other _____

will this project or phase include a bond or legal surety? y n

public dedications? (if yes, list them in the narrative) y n

of current/existing lots: _____ # of new lots to be created: _____

% community open space: _____ gated access? y n

APPLICATION CERTIFICATION

I have completed this form to the best of my knowledge and authorize the City of Hardeeville to process this application and review the submittal according to all governing standards. I acknowledge that the City reserves the right to require additional information if requested.

applicant signature date

I am the: owner owner's representative surveyor

I'm paying: in person by mail, e-mail, or fax (include **Form A**)



SUBMISSION (MZDO Section 7.6.C.3.a)

i. The sub-divider shall submit to the Staff Review Committee within one (1) year of the date of the preliminary plat [development permit] approval an original [plat for City approval and final recording.] [...]. The number of [copies] required may vary at the discretion of the Staff Review Committee [i.e. City].

ii. The plat shall be reviewed by the [City] for conformance with the approved preliminary plat and with the requirements of these regulations. The [City] may request the sub-divider to forward appropriate copies for the final plat together with necessary supporting data to the department of health and environmental control for approval of proposed water and sewer systems and to the city engineer designee for review and approval of the proposed drainage plan, as well as any other agency determined to be involved in approving the subdivision/development and/or development.

The [City] shall be notified of any requested conferences with the subdivider by the health department, city engineer or other affected agency. However, it shall be the responsibility of the subdivider to obtain all necessary permits or approval from such agencies. The [City] shall notify the subdivider within twenty (20) days after its next regular meeting following submission, of the approval or disapproval of the final plat or any conditions or requested modifications. [Staff] shall submit a report to the city council certifying approval or disapproval of the final plat, and in the case of disapproval, shall state the reasons therefore.

iii. Approval and certification by the [City] shall not be deemed to constitute or affect an acceptance by the city, county, state or the public of the dedication of any street or other ground shown upon the plat. Upon receipt of the plat where an offer has been made by the subdivider to dedicate any street, rights-of-way, public parks and other public lands, the City Council shall determine the acceptance or non-acceptance of the dedications. If accepted by the City Council, action to that effect shall be noted on the plat and if not accepted, the subdivider shall be notified of the reasons for non-acceptance.

iv. The [copies] shall be distributed after complete final approval as follows:

- (A) The original and one (1) [copy] shall be recorded in the office of the county clerk of court.
- (B) One (1) [copy] shall be returned to the subdivider.
- (C) One (1) [copy] shall be [retained by the City].
- (D) One (1) [copy] shall be forwarded to the [local office of the] Department of Health and Environmental Control.

v. The approved final plat shall be not be recorded with the register of deeds after final approval by the [City] except with the notation that no lots have been approved for sale, unless a surety in lieu of completion of improvements shall have been provided the City, or the required improvements installed, inspected and approved by the City. Should the six-month time period expire before submission of the surety or the beginning of substantial site improvements, including the application and receipt of any applicable building permits, the plat must be resubmitted to the [City] for reprocessing.

It shall be unlawful to sell or transfer property (or lots) within the approved subdivision/development until after the approved final plat receives approval of the surety or acknowledgment of completion of improvements and the final plat is recorded with the register of deeds or clerk of court indicating such under stamp and signature of the Planning Director.

NOTES

REQUIREMENTS (MZDO Section 7.6.C.3.b)

The final plat [...] shall conform substantially to the approved preliminary plat. More than one (1) map [sheet] may be used if necessary. The final plat shall be prepared by the registered surveyor and shall contain the following information:

- i. Name and addresses of owner(s) of record.
- ii. Name of subdivision/development, date, north point and graphic scale.
- iii. Name and seal of registered surveyor.
- iv. Name of county, location tax map number and parcel number(s).
- v. Exact tract boundaries of the land being subdivided shown with bearings and distances to the nearest minute and one-hundredth of a foot respectively.
- vi. Streets and alleys, rights-of-way, proposed street names, and proposed house numbering system.
- vii. Lot lines, bearing to the nearest minute and distances to the nearest one-hundredth (1/100) of a foot.
- viii. Square foot area of each lot.
- ix. Location of all monuments and markers.
- x. Parks, playgrounds, school sites, or other public open areas, if any.
- xi. Existing railroads, water courses, streets, highways, city limit lines, transmission lines, water and sewer lines drainage pipes and ditches, and easements for other public utilities on or adjacent to the subdivision/development, such as, gas or electrical.
- xii. Location and size of all proposed utility easements.
- xiii. Additional information [items (B) through (G) within a project narrative]
 - (A) Design of proposed water system, sewer system and drainage plan.
 - (B) Statement of intended use of open space areas, unless otherwise noted on the plat.
 - (C) Statement of proposed deed covenants, if any, and statement of final covenants when adopted.
 - (D) Statement and description of all offers of land for dedication, if any.
 - (E) Statement of form of guarantee of installation and maintenance of all improvements to the subdivision/development, such as, streets, water system, sewer system, drainage system, easements, open spaces, and any others.
 - (F) Statement of requirement of registration with the office of interstate land sales registration of the department of housing and urban development (where applicable).
 - (G) Statement of agreement between the subdivider and public or private agency for the installation and maintenance of community water and/or sewer systems.

BOND REDUCTION

During construction, applicants may be able to reduce their bond amount by submitting a reduction request, containing information on items that have been completed to date. Listed below are required items, which can be e-mailed:

- a formal letter requesting a bond reduction;
- as-built drawings for the project;
- a list of quantities (bid documents);
- a copy of engineer estimates; and
- a copy all tests to date for areas being released including but not limited to:
 - density tests
 - core samples for rock/asphalt
 - drainage inspection report
- any additional information as specified and requested.