

PLAT RECORDING INFORMATION

Plats must meet State of South Carolina Standards for Plats & Surveys, and must meet all applicable Laws, Regulations and Standards at the time of recording.

Original required for recording.

All plats showing new lots must be submitted for approval to the Planning Division with a completed PLAT APPROVAL APPLICATION prior to recording the plat.

A plat is exempt from the review process if it is a RESURVEY of an existing lot of record with NO changes to existing lot lines. Plats showing a RESURVEY must have the EXEMPTION FROM REVIEW PROCESS statement shown on plat. The surveyor can place the statement directly on the plat or you may get a sticker from the Register of Deeds Office to place on your plat.

EXEMPTION FROM REVIEW PROCESS

This plat is a RESURVEY of an existing lot of record with no changes to existing lot lines.

X

(SC attorney, Registered Surveyor or Engineer)

Printed name: _____

Lic., Cert. or Bar #: _____

The EXEMPTION FROM REVIEW PROCESS statement must be signed by a SC attorney, registered surveyor or engineer. The statement expresses an agreement that all parties submitting plat information are doing so in good faith and with the most reliable information available.

No changes may be made to graphic and annotative information except by the surveyor whose seal and signature appear on the plat. Additional information required for recording may be added by the filer.

Minimum Requirements

- Title – Purpose of survey
- Location Map or Description of Location
- State, County/City where property located
- Name of Person requesting the Survey, or Owner (“This survey prepared for_____”)
- Acreage of depicted Parcel
- Date of Survey
- Graphic and Numerical Scale
- NORTH Arrow
- Certification of Surveyor stating “Class” of Survey, e.g.:
“I herby state that to the best of my knowledge, information and belief, the survey shown here on was made in accordance with the requirements of the minimum Standards manual for the practice of land surveying in South Carolina, and meets or exceeds the minimum requirements for a Class____survey as specified here on; also, there are no visible encroachments or projections other than shown.”
- Notations of existing monumentation
- Mortgage Plats must show all man-made improvements
- Surveyor’s embossed Seal, Signature, Registration Number and Address
- “S.C. Certification of Authorization” seal on Surveys performed by or through a corporation, firm, association, partnership or other such entity, except Surveys performed by Surveyors practicing as an individual.
- Tax District, Map and Parcel Number
- FEMA Flood Zone Lines must be annotated