



Scheduled Public Hearing Date: _____

Application Received By: _____

Date Application Received: _____

Amount of Fee Paid: _____ Check # _____

Subdivision Plat Application Checklist

Anderson County Code of Ordinance Chapter 38
Land Use

Thank you for your interest in Anderson County, South Carolina. This packet includes the necessary documents for review of subdivision development plans to be reviewed by county staff.

Should you need further assistance, please feel free to contact Development Standards between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday at (864) 260-4719



DEVELOPMENT STANDARDS REVIEW APPLICATION

Note: All plats must first be submitted to Development Standards. After submittal, plats will be distributed to the proper departments for review.

Date of Application _____

DS Number _____

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED AND THE SUBMITTED PLANS WILL NOT BE REVIEWED UNTIL THE APPLICATION/SUBMITTAL IS COMPLETE

Proposed Subdivision Name: _____

1. Name of Applicant _____

Address of Applicant _____

Telephone Number(s) _____ Email _____

2. Property Owner(s) _____

Owner(s) Address _____

Telephone Number(s) _____ Email _____

Project Information

3. Project Location: _____

Parcel Number/TMS: _____ County Council District: _____ School District: _____

Total Acreage: _____ Number of Lots: _____ Intended Development: _____

Current Zoning: _____ Surrounding Land Uses: North: _____ South: _____ East: _____ West: _____

4. **Utility Agreement Services Letter of Approval**, Please attach to application.

Water Supplier: _____ Sewer Supplier: _____ Septic: _____

Electric Company: _____ Gas Company: _____ Telecommunication Company: _____

5. Have any changes been made since this plat was last before the Planning Commission? _____

If so, please describe: _____

6. Is there a request for a variance? _____ if so, please attach the description to this application. **(Variance Fee \$200.00)**

7. **SCDOT/ Roads & Bridges** must be contacted for this development prior to Planning Commission review, please attach conformation letters.

A traffic impact study shall be required along the County road-network when a development will generate 100 or more trips per hour during the peak hour of the adjacent street, see section 38 - 118 Intensity Standards in the Anderson County Code of Ordinances. This study must be submitted with the application before it goes to the Planning Commission if applicable. Yes____ or No____

Label the point of curvature (PC), point of tangency (PT), and curve radius of each horizontal curve on the preliminary plat.

8. Anderson County School District #____(appropriate district) must be contacted for this development prior to Planning Commission review. Please attach conformation letter.

9. Site Analysis:

- a. Is there any evidence of soil contamination on property? Yes____ or No____
- B. If there is soil contamination, has the type of contamination been identified and if so what is the finding?
- c. Has the EPA been notified of the contamination? If not, why not?

Sec. 38-91. - Purpose.

Good development begins with an analysis of the natural and environmental features of a site. These factors include land forms, wetlands, soils, slopes, floodplains, etc., and they differ from site to site. Each is critical to, and must be addressed by the development process. The purpose of this division, therefore, is to mitigate the impact of development where it might adversely disturb or be adversely affected by these natural features.

Sec. 38-92. - Natural features analysis.

As part of the required site analysis, each site shall include an identification of any and all of the following natural features:

- (1)Floodplains.
- (2)Soils, with severe limitations to development.
- (3)Wetlands.

Where such features are identified, sound engineering solutions shall be required to reduce or eliminate any negative effects of the proposed development, or such features shall remain undisturbed.

Sec. 38-93. - Floodplain requirements.

Where floodplains are identified by the analysis, and shown on the flood hazard boundary maps for the county, latest edition, all development shall comply with Article IV of this Chapter relating to flood hazard prevention.

Sec. 38-94. - Soils analysis.

(a)Soils may and often do pose significant constraints to development. However, these constraints often may be overcome by sound engineering solutions, making use of such soils possible if proper steps are taken. Such steps might include the removal of these soils from construction areas, use of additional fill dirt, use of extra thick subbase, pilings, elevated first floors or other such measures. (b)The following soils are identified in a soil survey prepared for the county by the USDA Soil Conservation Service, as presenting severe limitations to development: Cartecay, Gwinette, Madison (where slopes exceed 15%), Pacolet and Toccoa. Where such soils have been identified on a site proposed for development, a soils analysis report shall be submitted together with the preliminary plat or site plan. The report shall describe the extent of the soil and how its limitations are to be overcome. The proposed method of dealing with the soils shall be approved by the staff of the planning commission, prior to the issuance of a building permit.

Sec. 38-95. - Wetlands requirements.

Where wetlands are identified by the analysis, the applicant shall contact the U.S. Army Corps of Engineers to determine if such wetlands are jurisdictional wetlands, and if so, secure the necessary permits and/or clearance before a building or use permit shall be issued by the county.

10. Proposed road names pre-approved by E-911 Addressing Office for the county. (Road Name Change Fee \$200.00)

11. Are there any current Covenants in effect for this proposed development? Yes____No____If Yes, please attach document.

Subdivision Plat Application Check List

The following checklist is to aid the applicant in providing the necessary materials for submittal.

1. Application Submittal Requirements and Process

To submit a Subdivision Plat Application, you must provide the following to the Development Standards Office:

- Two (2) 8 ½ x 11 size d copies of the Preliminary Plat Two (2) 17 x 24 (or larger) copies of the Preliminary Plat
- Completed Subdivision Application Check made payable to Anderson County for Preliminary Plat Review

(Fee for Preliminary Plat Review is \$350.00 plus \$10.00 per lot) (Fee for Revisions \$200.00)

Sec.38-111. – Review procedure; recommendations; approval.

Prior to making any physical improvements on the potential subdivision site, the subdivider shall create a preliminary plat containing the information required by [section 38-312](#). If the subdivision administrator determines that the information provided on the plat fulfills the requirements of [section 38-312](#), the subdivision administrator shall submit a written recommendation to the planning commission, to approve the "Preliminary Plat". If staff recommends approval, this does not guarantee that the Planning Commission will approve the Preliminary Plat, pursuant to Sec.38-311 (C) (3)

Planning Commission Decisions: In addition to the standards set forth in this chapter and the recommendations of staff, the Planning Commission will also take into consideration the following criteria when making its decision to reject or approve a preliminary plat:

- i. public health, safety, convenience, prosperity, and the general welfare;
- ii. balancing the interests of subdividers, homeowners, and the public: (Appeals Fee \$200.00)
- iii. the effects of the proposed development on the local tax base; and,
- iv. the ability of existing or planned infrastructure and transportation systems to serve the proposed development.

Sec. 38-312. - Preliminary plat.

The preliminary plat shall contain the following information:

- (1) Location of subdivision on a map indicating surrounding areas at an appropriate scale sufficient to locate the subdivision.
- (2) Map of development at a scale of not less than one inch equals 200 feet and not more than one inch equals 50 feet.
- (3) Name of subdivision, name and address of the owner(s), name of engineer or surveyor and the names of the owners of abutting properties.
- (4) A boundary survey of the area to be subdivided, showing bearings measured in degrees, minutes and seconds and distances measured in feet and decimals thereof.
- (5) Present land use of land to be subdivided and of the abutting property and/or properties.
- (6) Acreage of land to be subdivided.
- (7) Contour maps of the proposed subdivision, with maximum contour intervals of ten feet or three meters.
- (8) Tax map number of original parcel or parcels prior to subdivision.
- (9) Location of existing and proposed easements with their location, widths and distances.
- (10) Location of existing water courses, culverts, railroads, roads, bridges, dams, and other similar structures or features.
- (11) Location of utilities and utility easements on and adjacent to the tract, showing proposed connections to existing utility systems.
- (12) Proposed lot lines, lot numbers, lot dimensions and lot acreages.
- (13) North arrow.
- (14) Proposed road names pre-approved by E-911 Addressing Office for the county.
- (15) Certification by licensed surveyor stating that all lot sizes meet minimum size standards.
- (16) Designation of any areas that fall within any flood plain indicating the high water mark for same.

SIGNATURE OF APPLICANT & Property Owner:

I (we) certify as property owners or authorized representative that the information shown on and any attachment to this application is accurate to the best of my (our) knowledge, I (we) understand that any inaccuracies may be considered just cause for postponement of action on the request and/or invalidation of this application or any action taken on this application.

Signature of Applicant _____ Date _____

Signature of Owner _____ Date _____

2. After the Planning Commission approves the Preliminary Plat, the applicant must submit the following to the Development Standards Office.

- DHEC approval letter for stormwater and erosion control
- Anderson County approval letter for stormwater and erosion control
- DHEC approval letter for the use of septic tanks or a letter verifying sewer service availability
- SCDO for the Anderson County Roads & Bridges Department Encroachment Permit
- Subdivision plan approval letter from the Anderson County Roads & Bridges Department. Road Profile Fee **\$1500.00**
- Form from E911/Addressing Office verifying the subdivision and road names have been approved
- Verification of water line service and layout plan (This is reviewed to determine if water pressures and volumes exist for the installation of fire hydrants within 1,000 feet of all lots.)

When these items have been **Approved**, the applicant may request a Grading Permit from Development Standards. A fee of **\$650.00** check made payable to Anderson County. The Grading Permit will be sent to the Anderson County Storm Water Department. They will contact the applicant to schedule a preconstruction meeting with design professionals and any utilities involved is required prior to land disturbance of one (1) acre or larger or part of a common plan. The applicant is also responsible for contacting the Roads & Bridges Department (260-4190) to schedule the required road inspections.

3. To obtain a Final Plat Approval, you must provide the following to the Development Standards Office:

A **Bond Estimate** must be submitted Fifteen (15) days prior to the final plat and **Approved** by our office.

Seventeen (17) 11 X 17 copies of the Final Plat (Five (5) 24 X 36 of these must have raised seal and landowner's signature)

Digital copy of the plat (Floppy disk or CD)

Check made payable to Anderson County for Final Plat Review (**Fee for Final Plat Review is \$150 + \$10.00 per lot**)

A performance bond, letter of credit, or certified check posted to Anderson County for a period of not less than eighteen (18) months to cover all remaining infrastructure improvements, including: roads, stormwater/erosion control, sewer and water – if not pre-paid through provider. The bond, letter of credit or certified check must be 125% of the requirement improvements, and should be accompanied by the contractor's cost estimates. (**Performance Bond Renewal or Extension Fee \$100.00**)

Please allow five (5) to ten (10) business days for review. After submittal, the applicant must then record the Final Plat at the Register of Deeds Office. When the roads within the subdivision have passed final inspection, County Council may vote to accept the roads into the County Road System; and the roads may be deeded over to Anderson County.

Sec. 38-332. - Final plat.

All final plats submitted for approval must contain, in addition to all requirements for preliminary plats, the following information:

- (1) A fully delineated plat of the subdivision accurately plotted to a scale of one inch equals 200 feet or larger and meeting or exceeding the minimum requirements of the South Carolina Department of Labor, Licensing and Regulation "Minimum Standards Manual for the Practice of Land Surveying in South Carolina."
 - (2) Bearings and distances for all lines on the plat, with distance measured in feet and decimals thereof and bearings measured in degrees, minutes and seconds.
 - (3) Lot numbers for each lot to be created by the division.
 - (4) A statement on the plat stating, "There exists a 5 foot drainage and utility easement along all side and rear lot lines."
 - (5) All easements for water mains or sanitary sewers not located in public road right of ways and serving more than one user. Such easements shall show location, width and conditions, together with a statement identifying the purpose or use of same.
 - (6) Dimensions and locations of all public road right of ways and any existing easements or rights-of-ways evidencing special conditions that cross the property and are not located in the right-of-way of a public road, together with a statement identifying the purpose or use of same.
 - (7) A statement clarifying whether any property line is in the center of any stream or creek.
 - (8) A title block containing the following information: subdivision name; name of owner; name, address, registration number and seal of engineer or surveyor registered in South Carolina; date survey was made; certificate of authorization (unless surveyor is sole practitioner); certificate of accurate survey; certificate of ownership; certificate of approval for recording; TMS number and miles of new road. (See appendix A)
- (9) If the development is drawn in two or more sections, each section shall be accompanied by a key map indicating the location of the several sections.
 - (10) The names of all abutting land owners, together with tax map numbers for abutting properties shall be shown and verified by the surveyor.

CERTIFICATIONS MUST BE PLACED ON THE PRELIMINARY PLAT

THIS CHECKLIST IS NOT TO BE CONSIDERED AS EXCLUSIVE OF ALL REQUIREMENTS.

**DESIGN PROFESSIONAL
CERTIFICATION**

It is hereby certified that this [preliminary plat] was prepared using a survey of the property prepared by _____, RLS, and dated _____; And further that the proposed [subdivision] [development] meets all requirements of the Anderson County Development Standards Ordinance, as applicable to the property.

By Name: _____

Signed: _____

Registered Professional No. _____

Address: _____

Telephone Number: _____

Date: _____

OWNER'S CERTIFICATION

As the owner of this land, as shown on this [preliminary plat] or his agent, I certify that this drawing was made from an actual survey, and accurately portrays the existing land and its features and the proposed development and improvements thereto.

Date: _____

[Owner][Agent] [Name]: _____

Signed: _____

CERTIFICATE OF PROJECT APPROVAL

All applicable requirements of the Anderson County Development Standards Ordinance relative to Project Approval having been fulfilled, approval of this [preliminary plat] is hereby granted by the Manager or the Subdivision Administrator, subject to further compliance with all provisions of said development regulations.

Manager or Subdivision Administrator: _____

Date: _____

**This approval does not constitute approval of a Final Subdivision Plat.
(NOT FOR RECORDING)**