

MINOR SUBDIVISION DEVELOPMENT SUBMITTAL CHECKLIST



PROJECT NAME: _____

APPLICANT CHECKLIST (check all that apply, leave item unchecked if not applicable)

- Proof of no outstanding taxes or assessment against the property.
- Copy of recorded Minor Subdivision Disclosure Statement.
- Applicable Review Fees.
- Restricted Covenants Form, signed and dated.
- Copies of all applicable Driveway Encroachment Permits and Approval Letters (State Road = SCDOT | County Road = Public Works).

N/A (Provide a short explanation for any items that are not applicable).

PLAT REQUIREMENTS

- Prepare a draft plat of the proposed subdivisions for submission to Planning and Zoning for preliminary approval.
- Correct Kershaw County Tax map Survey (TMS) number(s) and shall be drawn to the requirements of the *Minimum Standards for the Practice of Land Surveying in South Carolina*.
- Indicate purpose for plat (i.e. subdivision of property, combination or recombination of previously recorded platted lots, re-survey/boundary survey, etc).
- Plat sheets size 11" x 17" or greater.
- If new parcel is created from a parent parcel, previous survey must be referenced on the plat.
- 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 within the area of interest.
- Minimum lot size for the zoning district according to requirements listed in the most current Zoning and Land Development Ordinance.
- See Plat Certification Guidelines Checklist for statements that may be required for approval if certain conditions are met on subject parcel.

See Planning Official's prepared "Minor Subdivision Development Plat Guidelines" for detailed plat requirements for Minor Subdivisions.

Applicant's Name: _____ **Applicant's Signature:** _____ **Date:** _____

MINOR SUBDIVISION DEVELOPMENT SUBMITTAL GUIDELINES



A minor subdivision is a subdivision which does not involve any of the following:

- The creation of more than ten (10) lots.
- The creation of any new street.
- The extension of public water or sewer lines.
- The installation of drainage improvements through one (1) or more lots to serve one (1) or more other lots.
- The extension of an existing minor or major subdivision or development under the same ownership or control which would in effect create more than ten contiguous lots.
- The creation of lots that cannot meet the driveway maximum number and separation standards.

Plat approval requires that the following be provided:

Proof of not outstanding taxes or assessment against the property

Copy of recorded Minor Subdivision Disclosure Statement

Minor Subdivision Land Development Fee per lot/parcel per the Kershaw County

Schedule of Fees

Approval Process (Per Section 5:2.2-4)

- A. The Planning Official shall make a determination that the proposed subdivision qualifies for and meets the requirements of an exempt subdivision. Supporting documentation such as deeds, wills, titles, supplemental plats and maps, etc. shall be reviewed and evaluated. The Planning Official shall prepare a plat approval guideline and checklist.
- B. Within ten (10) working days of submission of the plat, the Planning Official shall make a determination that the proposed subdivision conforms to applicable zoning district regulations of this Ordinance and shall approve, approve with changes, or reject the plat. If rejected, changes, additional analysis, or other information necessary to make an approval determination shall be identified and transmitted to the applicant.
- C. Upon determination that all conditions for approval have been met, the Planning Official shall sign and stamp the plat as approved for recording.

DRAFT PLAT

Many times, plats submitted for approval to Planning and Zoning do not meet Kershaw County zoning and land development standards. These plats must be returned and revised, adding time and expense for all parties. In the interest of achieving accuracy and efficiency, the surveyor is encouraged to prepare, prior to the final physical survey, a draft plat of the proposed subdivisions for submission to Planning and Zoning for preliminary approval. The staff will be happy to assist with preliminary review and approval.

PLAT

The Kershaw County Zoning and Land Development Regulations (ZLDR) require that the Planning and Zoning Department review and approve all plats prior to recording with the Register of Deeds. The purpose of this review is to assure that existing and proposed land parcels and structures are in compliance with all applicable zoning district regulations and regulations for the subdivision of land and the creation of lots of the ZLDR Ordinance. The ZLDR requires that plats must display the correct Kershaw County Tax Map Survey (TMS) number and shall be drawn to the requirements of the *Minimum Standards Manual for the Practice of Land Surveying in South Carolina*.

Section 49-450 of the *Minimum Standards Manual*, states that plats must contain pertinent data and appropriate information. In addition to the information the Register of Deeds will require for recording a plat, the Planning and Zoning Department requires that plats submitted for approval contain enough pertinent data and appropriate information to make a determination of consistency with all applicable zoning and land development regulations. Plat approval is contingent upon this determination.

REQUIRED PLAT DATA AND INFORMATION

The following data and information is required in order to assist the Planning Official in reviewing and adjudicating the submitted minor subdivision plat in the most timely and efficient manner possible. Cooperation with these guidelines will expedite a determination of approval.

PURPOSE FOR PLAT

Quite frequently, law firm and real estate agency staff (runners) are sent to the Planning and Zoning office to have a plat approved and recorded. Many times, these personnel have no information about the plat or the purpose for the survey. Therefore, the plat must clearly indicate the activity being recorded. Examples include, but are not limited to the following (wording may be substituted): Closing Survey, Subdivision of property, Combination or recombination of previously recorded platted lots or portions thereof, Change of ownership, Re-survey/boundary survey

PLAT SHEETS

Plat sheets should be sized appropriately to convey all required plat information, notations, and certifications with adequate space provided for plat approval and recording stamps such that the plat is not overcrowded and difficult to read. In general, plat sheets sized 11 x 17 or greater are preferred.

PARENT PARCEL

When a new parcel is created from a parent parcel, the Planning Official is required to review the remaining portion of the parent parcel to determine that it complies with the applicable zoning, subdivision, and land development regulations. Therefore, the relation of the divided lot (s) to the parent lot must be clearly shown on the plat. This does not require a re-survey of the entire parent parcel. The entire parent parcel and the proposed division(s) must be shown on the plat when feasible. The previous survey must be referenced on the plat. When the parent parcel is of a size that it is not feasible to show the entire parcel on the plat to be recorded, the surveyor may present a compiled map drawn from previously recorded documents, photographic materials, or tax maps which represent the general configuration of the parcel where partial (the subject divisions) surveying has been performed by the land surveyor preparing the map. A compiled map, if needed, must be prepared by the surveyor. It shall not be the responsibility of the Planning Official to perform research for the data necessary to make a determination about the parent lot.

EXISTING BUILDINGS

Any existing buildings on the parcel to be subdivided(parent parcel) and on the parcel being created shall be located on the plat with setback distances from the new property lines shown to demonstrate compliance with zoning district building setback regulations.

MINIMUM LOT SIZE

The minimum lot size for rural zoning districts is one (1) acre. Effective 5/28/2024 the minimum lot size for all other zoning districts is applicable only for those lots that are on public sewer.

For those lots in all zoning districts other than rural that are on a private well with a septic tank, the minimum lot size shall be one (1) acre.

For those lots in all zoning districts other than rural that are on public water with a septic tank, the minimum lot size shall be three-quarters (.75) of an acre.

Therefore, in order to determine if the platted minimum lot size meets these requirements, one of the following documentation must be presented when submitting a plat for approval for recording on those lots in all zoning districts other than rural that are less than one (1) acre.

Public Water - Monthly water bill or water tap receipt - required for any lot that is less than 1 acre.

OR

Public Sewer - Monthly sewer bill or sewer tap receipt - required for any lot that is less than three-quarters (.75) of an acre.

PLAT CERTIFICATION GUIDELINES

The survey may require additional certifications based on a number of conditions. Please see the attached "Plat Certifications Guidelines" for statements that will need to be included on the plat for approval if any of the conditions are met.

WATER QUALITY BUFFERS

If the subject parcel contains an intermittent or perennial stream and/or a water body (lake, pond), the survey may require the delineation of a water quality buffer per Section 5:3.6 of the ZLDR. When a subdivision of a property is proposed, the water quality buffer plats must be prepared and approved for the entire parcel prior to approval of the subdivision. The water quality buffer plat shall address the following items:

1. The extent of any stream or shoreline buffer shall be shown on the subject property by metes and bounds.
2. The stream and shoreline buffer shall be labeled.
3. A note shall be provided to reference all buffers stating: "There shall be no clearing, grading, construction, or disturbance of vegetation except as permitted by the Kershaw County Planning Official."
4. A note shall be provided to reference any protective covenants governing all buffer areas stating: "Any buffer shown on the plat is subject of protective covenants which may be found in the land records and which restrict disturbance and use of these areas."
5. If a study supporting an exception to the required buffer width has been approved, a note must be provided stating, "Exception to required buffer width approved _____ (date)."
6. If the buffer area will not be part of an individual lot (such as common open space or conservation easement), then ownership must be stated by identifying who is the responsible party.
7. The location of permanent boundary marker signs shall be provided. The number and location of marker signs shall be determined by the individual parcel conditions. Boundary marker signs shall be required at access points and not required on inaccessible areas of the site.

PLAT CERTIFICATION GUIDELINES



FLAG LOTS

To be notated on the flag lot:

"This parcel may not be subdivided."

To be notated on the parent parcel from which the flag lot is created:

"This parcel may not be subdivided for 12 months from the date of recording of this plat."

FAMILY EXEMPT SUBDIVISIONS

The following notation shall be included on all exempt subdivision plats submitted for approval for recording:

"This parcel is/These parcels are exempt from Kershaw County subdivision regulations under Section 5:2.2 of the ZLDR. Land so divided may not be further transferred by sale or gift to any party other than a member of the same immediate family for a period of eighteen (18) months from the date that the plat is approved for recording unless a waiver per Section 5:2.2-2C of the ZLDR has been granted by the Planning Official or in the event of a judicial foreclosure."

WATER QUALITY BUFFERS AND / OR LAKE WATEREE SHORELINE BUFFER

"There shall be no clearing, grading, construction, or disturbance of vegetation except as permitted by the Kershaw County Planning Official."

If the buffer is subject to protective covenants (not our duty to determine):

"Any buffer shown on this plat is subject of protective covenants which may be found in the land records and which restrict disturbance and use of these areas."

If there is an approved exemption to the required buffer width:

"Exception to required buffer width approved _____ (date)."

When there is a stream on a piece of property and water quality buffer requirements are being waived by the Planning Director:

Note: The Water Quality Buffer is not required for this tract so long as their property is not developed. If, at a future date, land development or building construction occurs on this property, the Kershaw County Water Quality Buffer requirements will apply and the buffer must be shown on the plat.

WETLANDS STATEMENT

If property has wetlands as shown on the National Wetlands Inventory

"A wetlands delineation to verify the presence and location of any Federally protected wetlands is highly recommended by Kershaw County prior to any land disturbing activities occurring on this property."

DHEC STATEMENT

If the property is located outside of the Kershaw County MS4 Area

"This property is located outside of Kershaw County's MS4 regulated area and is subject to SCDHEC Regulations and Guidelines for Land Disturbance and Stormwater Permitting latest revision. Please contact SCDHEC for all land disturbance / stormwater permit requirements for this site. SCDHEC Land Disturbance and Stormwater Permitting: (803)-898-4300."

MUNICIPAL SEPARATE STORM SEWER SYSTEM STATEMENT

If the property is located inside the Kershaw County MS4 Area

"This property is located within Kershaw County's MS4 regulated area and is subject to the Kershaw County Stormwater Management Ordinance latest revision. Please contact the Kershaw County Engineering - Stormwater Department for all land disturbance / stormwater permit requirements for this site. Kershaw County Engineering - Stormwater Department: (803)-425-7230."
