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**SUBDIVISION AFFIDAVIT**

**NOTIFICATION CONCERNING ADDRESS AND STREET NAME CHANGES**

I, \_\_\_\_\_, am the property owner/authorized signatory  
(Print Name(s))

of Parcel Identification Number(s) \_\_\_\_\_,

located at \_\_\_\_\_. I understand that the  
(Address)

proposed subdivision of Parcel Identification Number(s) \_\_\_\_\_

may affect one or both of the following (please check all that apply):

- The address of my property; and/or
- The name of the road/easement through which I access my property.

\_\_\_\_\_  
(Property Owner Signature(s)) (Date)

\_\_\_\_\_  
(Print Name(s))

*Affidavit required per ZLDR Section 8.11.3, Effect of Subdivision on Existing Addressed and/or street names  
(see back of affidavit)*

**For Staff Use Only:**  
Received by \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_

### **8.11.3 EFFECT OF SUBDIVISION ON EXISTING ADDRESSES AND/OR STREET NAMES**

The process of subdividing property and/or creating access to a lot(s) may affect the addresses on the subject property and/or adjacent properties and may affect the names of existing roads and/or easements. It is the responsibility of the applicant to ascertain from the Planning Department and Charleston County Consolidated Dispatch Center (CDC) if the proposed subdivision will impact existing addresses or road/easement names and comply with the following requirements prior to Final Plat approval:

- A. If the proposed subdivision will affect addresses on the subject property and/or adjacent properties, the applicant must submit affidavits signed by all owners of all affected properties stating they are aware of the pending address changes and understand that their addresses will be changed by the CDC following approval and recording of the proposed subdivision.
- B. If the proposed subdivision requires existing roads or easements to be named or renamed, the applicant must work with affected property owners to file a road name/road name change petition, along with a plat showing the proposed location of the road/easement to be named/renamed, with the CDC for review and approval. Upon approval of a road name by the CDC, the applicant shall submit to the Planning Department a revised plat showing the road/easement name in the approved location, the road name/road name change petition, and documentation of the CDC approval. If such road naming/renaming results in the changing of addresses, the requirements of subsection A above shall also apply.