



Joel H. Evans, RLA, AICP
Zoning/Planning Department Director

843.202.7200
Fax: 843.202.7222
Lonnie Hamilton III Public Services Building
4045 Bridge View Drive, Suite A-103
North Charleston, SC 29405

Charleston County Subdivision Application Package

- Application Requirements
- Fee Schedule
- Application Documents
- Public Works Memorandum
- Zoning/Planning Memorandum

APPLICATION REQUIREMENTS

1. Submit 3 copies of plat.
2. One digital file of plat (PDF).
3. Submit Application Fee.
4. Complete Subdivision Application.
5. Complete Certificate of Ownership (Notarized)
6. Complete Restrictive Covenants Affidavit
7. Complete Notification Concerning Address and Street Name Changes
8. Provide Water/Sewer Letters from applicable service provider*:

Charleston Water Systems

James Island PSD

Kiawah Island Utility

Mt Pleasant Waterworks

North Charleston Sewer District

Seabrook Island Utility Commission

St. Andrews PSD

St. Johns Water Company

**If subject property is not serviced by Public Water or Public Sewer provide permit from the Department of Health & Environmental Control (DHEC) for wastewater system.*

Subdivision Fee Schedule

E. SUBDIVISION PLATS	
1. One Lot or Exempt Plat	\$50.00
2. 2-10 Lots or Minor Subdivision Plat	\$100.00 + \$10/lot
3. 11 or more Lots or Preliminary Plat for Major Subdivision	\$200.00 + \$10/lot
4. Conditional Plat	\$200.00 + \$10/lot
5. Final Plat	\$100.00 + \$10/lot
6. Public Improvement(s) Review (Engineering)	\$100.00 + \$10/lot
7. Appeals of Subdivision Related Administrative Decisions	\$250.00



CHARLESTON
COUNTY
SOUTH CAROLINA

CHARLESTON COUNTY ZONING/PLANNING DEPARTMENT

SUBDIVISION APPLICATION

DATE: _____

APPLICATION #: _____

RECEIVED: _____

TYPE: _____

OWNER: _____

TMS #: _____

ADDRESS: _____

LOCATION: _____

OF LOTS: _____ **ACRES:** _____

TELEPHONE: _____

ZONING DISTRICT: _____

PRE-APPLICATION CONFERENCE: YES / NO **DATE** _____

APPLICANT: _____

SURVEYOR: _____

ADDRESS: _____

ADDRESS: _____

TELEPHONE: _____

TELEPHONE: _____

PLAT APPROVED: _____

PLAT RECORDED: BK _____ **PG** _____
BK _____ **PG** _____

DEED RECORDED: BK _____ **PG** _____

Special Notes: _____



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Appl # _____

STATE OF SOUTH CAROLINA)
)
COUNTY OF CHARLESTON)

AFFIDAVIT OF OWNERSHIP

KNOW ALL MEN BY THESE PRESENTS, that I,
_____ :

1. Own that certain parcel of land located in Charleston County bearing TMS# _____.

2. The property was conveyed to me by _____,
Trustee by deed recorded in the RMC Office of Charleston County in Book ____ at Page _____.

Sworn to before me this _____ Day of _____.

Notary Public for South Carolina
My Commission Expires: _____



Joel H. Evans, AICP, PLA
Zoning & Planning Director

843.202.7200
1.800.524.7832
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Lonnie Hamilton, III
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North Charleston, SC 29405-7464

RESTRICTIVE COVENANTS AFFIDAVIT

I, _____, have reviewed the restrictive covenants applicable to PID # (Parcel Identification #) / TMS # (Tax Map #): _____, located at (address) _____, and the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

(Signature)

(Date)

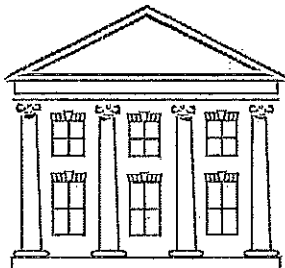
(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

For Staff Use Only:

Received by _____ Date _____ Application Number _____



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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 _____



James R. Neal
Director

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jneal@charlestoncounty.org
Lonnie Hamilton, III
Public Services Building
4045 Bridge View Drive, Suite A301
North Charleston, SC 29405-7464

Public Works Department

MEMORANDUM

TO: Subdivision Applicants

FROM: James R. Neal, P.E., Director of Public Works

SUBJECT: DEVELOPMENT AFTER SUBDIVISION FINAL PLAT

DATE: October 24, 2017

This is to inform you of the documentation required for a Stormwater MS4 Permit after the final plat is approved and development is being considered. While this is not required in order to obtain a preliminary or final plat, a Stormwater MS4 Permit would be needed as soon as development is proposed on any parcel, regardless of the parcel acreage.

Process for Single Lot Subdivisions:

If a single parcel is being subdivided for the purpose of any type of development (e.g., clear and grub, single family, commercial, etc.), a Planning/Zoning and Stormwater application would be required before a building permit could be issued. The Stormwater application may require the following items:

1. New driveway encroachment permits (SCDOT, County, Municipality, Private).
2. Saltwater critical line survey from Ocean and Coastal Resource Management (OCRM).
3. Army Corps of Engineers approved jurisdictional determination if wetlands are shown on-site in the National Wetlands Inventory.

Process for Multiple Lot Subdivisions:

If multiple parcels are created through the subdivision process for the purpose of developing the parcels, a Stormwater Master Plan will be required for all parcels created. This Master Plan would be required before a building permit could be issued to any parcel created. The requirements of the Master Plan depend on the proposed land disturbance area and can be found in the Charleston County Stormwater Program Permitting Standards and Procedures Manual.

If you have any questions as to what may be applicable to you, please contact the Stormwater Division at (843) 202-7639 or e-mail at Stormwater@CharlestonCounty.org.

JRN:bw

