



# SUBDIVISION PROCEDURE



## **What are the steps to the subdivision process?**

### **Step 1-**

The applicant should consider what kind of activity he/she wants to take place on the site, including but not limited to:

- The area to be developed;
- The area to be retained;
- The number of lots to be created;
- The means of access to lots; and
- Any other considerations that may be relevant to the property.

Upon consideration of the above, the applicant should contact the Charleston County Zoning/Planning Department to initiate a conceptual review of the development proposal.

### **Step 2-**

Schedule a pre-application meeting (prior to any surveys, transfers, conveyance, sale, or land development activity) with the County's Zoning/Planning staff and SC Department of Health and Environmental Control (SCDHEC) representatives.

SCDHEC will perform a soil analysis in order to determine the property's suitability for on-site sewage disposal, if applicable.

*Note: A Pre-application conference is required for major subdivisions (10 lots or greater) and recommended for minor subdivisions (10 lots or less). This conference is attended by SCDHEC and Zoning/Planning staff.*

### **Step 3-**

The applicant should authorize a registered surveyor and, where applicable, a professional engineer to perform the site survey and prepare the necessary subdivision plat and supporting data consistent with the regulations of the *Charleston County Zoning and Land Development Regulations*.

### **Step 4-**

The applicant or his agent (e.g. the surveyor, engineer, realtor, lawyer, etc.) may then submit 10 copies of the plat and supporting data required for the application to the Zoning/Planning Department. Zoning/Planning will acknowledge receipt of the application and forward copies to various parties involved.

*Note: Payment of a processing fee is required upon submission. There will also be an engineering review and site inspection, where applicable.*

### **Step 5-**

A final plat has met all County requirements and the applicant has obtained all necessary approval signatures on the plat, a representative from the Zoning/Planning Department shall proceed to record the approved plat with the Charleston County Register Mense Conveyance (RMC) Office.

*Note: It is the responsibility of the applicant to provide payment of the recording fee.*

### **Step 6-**

Upon approval and proper recording of the subdivision or land development final plat, the property owner may then convey, transfer, or agree to sell subdivided lots and/or have occupied land development units or parcels.

## **What are the deadlines for plat submission?**

All subdivision applications must be submitted in person at the Charleston County Zoning/Planning Department during the business hours of Monday-Friday 8:30am to 4:30pm.

## **What is required to apply for a subdivision?**

A surveyor must submit a completed subdivision application including: the submittal fee, 10 copies of the survey, subdivision application, and a notarized affidavit of ownership. Other items may be required depending on zoning, location, and utilities.

*Note: Submittal fees are based on the number of lots.*

## **What is the review process?**

Zoning/Planning Department staff will review the subdivision application for compliance with the *Charleston County Zoning and Land Development Regulations Ordinance* and provide written comments to the surveyor outlining any possible deficiencies within 15 working days of submittal. Subdivision applications will remain valid for 6 months following the issuance of written comments.

## **What is the subdivision appeal process?**

The Charleston County Planning Commission shall be authorized to hear and act on appeals of subdivision related matters where it is alleged there is an error in any order, requirement, decision, or determination made by an administrative official in the administration or enforcement of any of the subdivision regulations of the *Charleston County Zoning and Land Development Regulations*.

## **Is public notification part of the subdivision process?**

Public notification is only required prior to an Appeal of Subdivision Related Administrative Decisions.

## WHAT IS SOME OF THE INFORMATION TO BE SHOWN ON A PLAT?

- LOT LINES
- PROPERTY OWNER NAME
- NORTH ARROW

- SCALE
- GRAND TREES
- WETLANDS

- UTILITIES
- STREET NAMES
- STRUCTURES

**0 EXEMPT PLAT**

Parcels that were recorded by deed or plat prior to the adoption of the County's original subdivision regulations of January 1, 1955. These plats will receive approval under a 'Grandfather Clause', provided the parcel involved is still in the same size and shape as recorded prior to 1955.

**PROCEDURAL EXEMPTION PLAT**

A plat that involves the adjustments or relocation of property lines where the total number of lots is not increased, public acquisition of land for road right-of-way or drainage easements, combination of lots, and the division of land for utilities.

**MINOR SUBDIVISION PLAT**

The subdivision of any tract or parcel of land into 10 or fewer lots, provided there are no street right-of-ways or drainage or utility easements that are necessary.

**MAJOR SUBDIVISION PLAT**

The subdivision of any tract or parcel of land which involves more than 10 lots or involves a new street right-of-way, and/or a drainage/utility easement. These subdivisions involve roads and drainage construction and dedication. Steps for a Major Subdivision include:

**•Preliminary Plat**

A Preliminary Plat is required for all major subdivisions. A pre-application conference should be held before the surveyor performs a survey of the land. A Preliminary Plat will include all topographical information, and the proposed road and lot layout of the entire tract. The contour lines must be at least at 1 foot intervals. Preliminary Plat approval is valid for 2 years from the date of approval.

**•Conditional Plat**

Prior to approval of the Final Plat, the developer shall install required public improvements or post an approved financial guarantee of performance and maintenance, in accordance with the requirements of the *Charleston County Zoning and Land Development Regulations Ordinance*. If the financial guarantees are posted, Conditional Plat approval may be granted.

**•Final Plat**

A Final Plat shall be required for all Minor and Major Subdivisions. All items required on the Preliminary Plat are required on the Final Plat with the exception of the contour lines. For Major Subdivisions, all road and drainage construction must be completed.

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**WHAT A DIFFERENCE  
A PLAT MAKES**



**WHAT IS A  
SUBDIVISION PLAT?**

*Subdivision is the division of land into sections, via a plat. By definition, a subdivision includes all divisions of a parcel of land into two or more lots, building sites, or other division for the purpose of sale, lease, or building development; any division of land involving a new street or change in existing streets; relocation of lot lines of any lot or lots; the alteration of any streets or the establishment of any new streets within a subdivision previously made and approved or recorded; and the combination of lots of record. A plat is a diagram drawn to engineer's scale showing all essential data pertaining to the boundaries and subdivision of a tract of land as determined by a professional land surveyor.*