



City of Clemson

PC

PLANNING & CODES ADMINISTRATION

1250 Tiger Blvd, Suite 4 • Clemson, SC 29631-2662 • (864) 653-2050 • Fax (864) 653-2057 • www.cityofclemson.org

PLANNING COMMISSION MINOR SUBDIVISION APPLICATION: FIVE LOTS OR LESS

Please complete in ink and return to the Planning and Codes Administration Department with required information, attachments, and filing fee. Subdivision applications require a designation of agent if owner is not the applicant and a **filing fee of \$50** due during preliminary plat application. **Incomplete applications will not be accepted.**

File no.: S - _ - _	PIN: _ - _ - _ - _ - _ - _	Date submitted: / /	Planning Commission meeting date: / /
<i>This application is for:</i> <input type="checkbox"/> Sketch Plan Review <input type="checkbox"/> Preliminary Plat Review <input type="checkbox"/> Final Plat Review			
<i>Existing No. of Lot(s):</i> _____		<i>Proposed No. of Lot(s):</i> _____	<i>New road(s) proposed:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If new road(s) proposed, total length of new road(s):</i> _____ feet			

OWNER(S) INFORMATION			
Last name:	First:	Middle:	Interest <input type="checkbox"/> Sole owner <input type="checkbox"/> Co-owner
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: ()	Fax no.: ()	E-mail:	

APPLICANT INFORMATION			
<i>To be completed only if Owner is not Applicant:</i>			
Applicant's last name:	First:	Middle:	
Mailing address:	City:	State:	ZIP Code:
Daytime phone no.: ()	Fax no.: ()	E-mail:	

PROPERTY INFORMATION		
THE OWNER/APPLICANT HEREBY REQUESTS that the property described below be subdivided as proposed on the attached documents.		
Property address:	Property dimensions:	Property area:

DESIGNATION OF AGENT		
<i>To be completed by Owner(s) only if Owner is not Applicant. All owners must sign.</i>		
I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this appeal for a variance.		
_____ <i>Owner name</i>	_____ <i>Owner signature</i>	_____ <i>Date</i>
_____ <i>Owner name</i>	_____ <i>Owner signature</i>	_____ <i>Date</i>
<i>To be completed by Applicant:</i>		
I certify that the information in this request is correct.		
_____	_____	_____

Applicant name

Applicant signature

Date

CHECKLIST FOR DOCUMENTS TO BE SUBMITTED

I. SKETCH PLANS

The subdivider shall submit two (2) copies of the sketch plan to the Planning and Codes Department. The sketch plan shall be drawn on a topographical survey, and shall show in simple sketch form the proposed layout of streets, lots, and other features in relation to existing conditions. It shall also include the following information:

- A. Date of the sketch plan, north arrow and scale, name and address of owner of record and applicant.
- B. The boundary lines and the total acreage of the overall parcel to be subdivided.
- C. The location, names, and right-of-way of any existing streets on or within 200' of the property.
- D. Water courses on the land to be subdivided.
- E. The location of all flood hazard area boundaries.
- F. Zoning classification of the site and the adjacent properties.

II. PRELIMINARY PLAT REQUIREMENTS

The preliminary plat shall be submitted at a scale no smaller than 1 inch equals 100 feet. The plat and the accompanying information may be drawn upon one of four standardized sheets: 8.5" x 11"; 8.5" x 14"; 11" x 17"; 24" x 36".

If more than one sheet is used to show the property, each sheet must indicate its particular number, the total number of sheets in the plat, and its relation to all adjoining sheets.

The plat shall be drawn to the following specifications and shall contain or be accompanied by the information listed below. No processing or review of the plat will proceed without all of the following information:

- A. Date of original plan and all revisions, tax map and parcel number and type of application.
- B. North arrow and scale denoted both graphically and numerically.
- C. Vicinity map at a scale no smaller than one (1) inch equals 1,000 feet, showing the location of the subdivision with references to adjacent streets and properties.
- D. Boundaries, as determined by survey, of the tract to be subdivided with all bearings and distances.
- E. Any existing infrastructure including, but not limited to, streets, railroads, utility transmission lines, storm and sanitary sewers, water mains, bridges, and buildings.
- F. Water courses, flood hazard areas and wetlands on the site and within 200 feet of the site. Flood hazard area information shall be rated according to the Federal Emergency Management Agency (FEMA) insurance rate maps.
- G. Existing contours showing the topography of the site and within 200 feet of the site at intervals of not less than five (5) feet.
- H. Boundary of wooded areas.
- I. Street rights of way, pavement widths and grades. Street profiles and cross sections shall be provided when required by the Planning Commission.
- J. Complete construction plans of proposed infrastructure, prepared by a registered engineer, including but not limited to, sanitary sewers, storm sewers, water, electricity, illustrating connections to existing systems. Storm and sanitary sewer profiles, cross sections and sizes shall also be provided.
- K. Other easements and rights of way including location, dimensions and purposes.
- L. Proposed lot lines with bearings and length and minimum building setback lines.
- M. Open space, parks, school sites, and other public areas along with total acreage of each.
- N. Exterior lighting plan.
- O. Stormwater management and sediment control plan.
- P. Areas to be used for purposes other than residential or public, if any, with the purpose, location, and dimensions of each area indicated.
- Q. Surveyor's certificate of information certifying that the error of closure is at least 1:7,500.

- R. Any existing or proposed deed restrictions or covenants.
- S. A schedule of zoning district(s) requirements including lot area, width, depth, setbacks, and density.
- T. Site calculations to include total acreage of tract, acreage of parks and other non-residential uses, total number and acreage of lots, and the average lot size.
- U. A timetable for estimated project completion for each phase covered by the preliminary plat.
- V. The proposed name of the subdivision, street names, the owner's name and address, and/or owner's duly authorized agent, the name and seal of engineer or surveyor, the names of the adjoining property owners, the date of plat preparation, and the zoning classifications of the property to be subdivided and the adjoining properties.

III. FINAL PLAT REQUIREMENTS

The applicant shall submit four (4) sealed and signed darkline prints to the Planning and Codes Administration Department. There shall also be submitted one (1) set of proposed plans and specifications for all improvements and the proposed deed restrictions and covenants if applicable. For all subdivisions, a **digital copy** of the final plat which meets the City's required format shall also be submitted. The final plat shall be prepared by a registered land surveyor, licensed to practice in the State of South Carolina, and must be drawn to a scale no smaller than 1 inch equals 100 feet and shall meet the requirements of the Pickens or Anderson County Register of Deeds Office. The final plat shall constitute all portions of the preliminary plat site which the subdivider proposes to record and develop at the time.

No final plat shall be approved unless and until the subdivider has installed in that area all improvements required by this ordinance. The final plat shall contain the following:

- A. The exact boundary of the tract of land being subdivided showing clearly the disposition of all portions of the tract.
- B. Scale denoted both graphically and numerically with north arrow.
- C. A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
- D. As built drawings and plans of all water, sewer, and storm drainage system facilities, illustrating their layouts and connections to existing systems. Such plans shall show all easements and rights of way, to demonstrate that the facilities are properly placed and the locations of all fire hydrants, blow offs, manholes, pumps, force mains, and gate valves are indicated. This information shall not be placed on the final plat but must be submitted at the time of request for final plat approval or release of any surety for required improvements, whichever comes later.
- E. Sufficient data to determine readily and reproduce accurately on the ground the location, bearing and length of every street, alley line, lot line, building line, easement line, and setback line. All dimensions shall be measured to the nearest one hundredth of a foot and all angles to the nearest second.
- F. The lines and names of all streets, alley lines, lot lines, lot and block numbers, lot addresses, building setback lines, easements, and areas dedicated to public purpose with notes stating their purposes. All lots subject to flooding shall be noted with the following statement:

"Any construction or use within a Flood Hazard Area is subject to the restrictions imposed by the City of Clemson Flood Damage Prevention Ordinance".
- G. For all subdivisions, the subdivider shall develop and implement a street tree planting program according to the requirements of Article IV, Division 5 of the Clemson Zoning Ordinance. A plan showing the location of species, type, and size of all proposed trees shall be submitted for final plat review.
- H. The accurate locations and descriptions of all monuments, markers, and control points.
- I. The deed restrictions or any other similar covenants proposed for the subdivision, if any.
- J. The name of the subdivision, the name of the owner, the name, registration number, and seal of the registered surveyor under whose supervision the plat was prepared, and the date of the plat.
- K. Surveyor's certifications.