



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

SIMPLE LOT SUBDIVISION APPLICATION: FOUR LOTS OR LESS ON EXISTING STREET

Please complete in ink and return to the Planning and Codes Administration Department with required information, attachments, and filing fee. Simple Lot Subdivision applications require the designation of an agent if owner is not the applicant, and a filing fee of \$50 submitted prior to any review by staff. **Incomplete applications will not be accepted.**

File no.: S - _ - _	PIN: _ - _ - _ - _ - _ - _	Date submitted: / /
Existing No. of Lot(s): _____ Proposed No. of Lot(s): _____		Name of Street Property is Accessed From:

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 certify that the information in this request is correct.</i>		
_____	_____	_____
<i>Applicant name</i>	<i>Applicant signature</i>	<i>Date</i>

LIST OF REQUIRED SUBMISSIONS

- 1) Two (2) copies of a plat describing the proposed subdivision. All plats shall conform to adopted state standards of practice for surveying, and shall be prepared by a Registered Land Surveyor licensed by the State of South Carolina.
- 2) A complete and accurate application form.
- 3) All appropriate fees. Note: No review of an application may begin until all fees are paid.

ADDITIONAL INFORMATION

- 1) All proposed Simple Lot Subdivisions are subject to review by the City Engineer and/or Stormwater Manager, who may impose conditions on approvals to mitigate threats to adjacent properties or City infrastructure.
- 2) Upon receipt of all required application materials and fees, staff shall provide public notice of the proposed subdivision by posting the site with appropriate signage for no less than ten (10) days, and notify owners of adjacent parcels situated within two hundred (200) feet of the subject property by mail.
- 3) Any notice of a legal impediment to the approval of an application (submitted in writing by a member of the public) will be duly investigated and evaluated by staff, who shall act to approve or reject said application within the provisions of these standards.
- 4) Proposed Simple Lot Subdivisions found to be in compliance with all Land Development, Zoning, and other regulations enforced by the City of Clemson may be approved administratively by staff.
- 5) Plats of approved Simple Lot Subdivisions, and any associated documents required as a condition for approval, *must be recorded in the appropriate county Office of Register of Deeds within thirty (30) days of approval.*
- 6) All appeals of staff decisions regarding Simple Lot Subdivision applications are heard by the Planning Commission.

I hereby acknowledge that I have read, and understood, all of the requirements set forth on this application form.

(Applicant's Initials)