



CITY OF  
**Clemson**  
PLANNING &  
DEVELOPMENT

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PC

## MINOR SUBDIVISION APPLICATION: FOUR LOTS OR LESS W/ NEW STREET

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: _ / _ / _
This application is for: <input type="checkbox"/> Sketch Plan Review <input type="checkbox"/> Master Plan Review <input type="checkbox"/> Preliminary Plat Review <input type="checkbox"/> Final Plat Review			Total Length of New Street(s): _____ feet
Existing # of Lot(s): _____ Proposed # of Lot(s): _____		Proposed Name of New Street(s):	Proposed Street Owner/Maintenance: <input type="checkbox"/> Private <input type="checkbox"/> Public

**Is the tract of land restricted by any recorded covenant or restriction that is contrary to, conflicts with, or prohibits the proposed subdivision?**   ☐ Yes   ☐ No

### 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

*To be completed only if Owner is not Applicant:*

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:
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### DESIGNATION OF AGENT

*To be completed by Owner(s) only if Owner is not Applicant. All owners must sign.*

I (we) hereby appoint the person named as Applicant as my (our) agent to represent me (us) in this appeal for a variance.

Owner name	Owner signature	Date
Owner name	Owner signature	Date
To be completed by Applicant: I certify that the information in this request is correct.		
Applicant name	Applicant signature	Date

## CHECKLIST FOR DOCUMENTS TO BE SUBMITTED FOR MINOR SUBDIVISION REVIEW

### I. SKETCH PLANS

Applicants for sketch plan review shall submit two (2) copies of the plan describing the proposed development to the department. The plan shall consist of two (2) sections, with one (1) illustrating existing conditions, and one (1) illustrating proposed conditions, and be drawn in simple sketch form on a topographical survey. All plans shall contain the following:

- a. Date of the sketch plan
- b. North arrow and scale
- c. Name and address of owner of record and applicant
- d. Boundary lines
- e. Total acreage of the overall parcel to be subdivided.
- f. Location of all right-of-way boundaries, existing streets on or within two hundred (200) feet of the property, and sidewalks
- g. Water courses and stormwater facilities, to include the identification of Green Infrastructure/Low Impact Development and/or other Best Management Practices.
- h. Location of all flood hazard area boundaries
- i. Pervious/impervious area calculations
- j. Zoning classification of the site and the adjacent properties
- k. For developments proposed to consist of more than one (1) phase of construction, an overall sketch plan outlining all phases of the project

### II. MASTER PLANS

Applicants for Master Plan approval shall submit two (2) copies of a proposed development plan describing both existing and proposed conditions, as well as supporting materials. All plans shall contain the following information:

- a. Name of the proposed development
- b. Name, address and telephone of property owner (s) and applicant(s) (in the event the owner of record is a corporation, the name and address of the president and secretary)
- c. Name, address and telephone number of preparer
- d. Date of plan preparation, with any revision date(s)
- e. Graphic scale (1" = 40'), with true north arrow
- f. Map legend (items displayed on all maps/plans shall be symbolized in a legend)
- g. Parcel identification and lot number of the subject parcel
- h. Zoning district of the subject property
- i. Name, address, phone & stamp of Registered Engineer or Land Surveyor responsible for the plans
- j. Certification that plans and improvements conform to all existing and amended standards for professional engineers and land surveyors licensed by the State of South Carolina
- k. Survey of all hardwood trees with a caliper of 8" or greater, noting location and type of each
- l. Existing conditions and date described
- m. Acreage of parcel being developed (to the nearest tenth)
- n. Location, boundaries, and dimensions of the lot
- o. Property lines (indicating directional bearings and distances), parcel location relative to identifiable street intersections, and existing land uses
- p. A scaled map containing the names, addresses, plat information, and parcel identification numbers of all abutting properties
- q. Location of all adjacent, public and private rights-of-way
- r. Location, width, and names of existing streets, curb cuts, sidewalks, and curve data within and immediately adjacent to the parcel
- s. Location, size and description of all existing structures and buildings or significant above-ground structures, including those buildings to be demolished, on and immediately adjacent to the site
- t. Existing easements, rights of way, driveways and rail lines
- u. Location of existing wooded areas, notation of existing ground cover, and hardwood trees greater than eight (8) inches in diameter proposed to be removed
- v. Location of any unique natural or manmade and/or historic features, significant rock outcroppings, embankments, old trails/road beds, and retaining walls
- w. Location of wetlands or watercourses on site and within two hundred (200) feet of the perimeter of the parcel
- x. Description of watershed boundaries, aquifer locations, public water supply sites, and one hundred (100) year floodplain as defined by the Federal Emergency Management Agency Flood Insurance Rate Maps
- y. Areas of existing agricultural use (if any)
- z. Location of public or private cemeteries within or immediately adjacent to the site (if any)
- aa. Location of percolation test holes and soil evaluation test results, when applicable
- bb. Location of groundwater determined test holes and soil evaluation test results, when applicable
- cc. Location and dimensions of all existing utilities and easements within and immediately adjacent to the site
- dd. Notation on plans if any existing structures or sites within or immediately adjacent to the project boundary are recognized as being culturally or historically significant
- ee. Identification of any endangered species

### III. PRELIMINARY PLATS

Submitted plats should conform to the following:

- a. Submit at a scale no smaller than one (1) inch equals one hundred (100) feet, and draw upon one of the following standardized sheets: 8.5" x 11"; 8.5" x 14"; 11" x 17"; 24" x 36"; staff may, when deemed necessary, specify a sheet size to facilitate communication of information.
- b. In the event more than one sheet is used to show the property, each sheet must be numbered in a manner indicating its relation to other sheets.
- c. No review of any preliminary plat shall be completed by staff until the following information (or supporting materials, as appropriate) is provided
  1. Date of original plan and all revisions (with all sheets revised noted), and tax map and parcel number and type of application
  2. North arrow and scale denoted both graphically and numerically
  3. Vicinity map at a scale no smaller than one (1) inch equals one thousand (1,000) feet, showing the location of the development in relation to adjacent streets and properties; streets and other significant features shall be labeled
  4. Boundaries, as determined by survey, of the tract to be subdivided with all bearings and distances
  5. Any existing infrastructure including, but not limited to, streets, railroads, utility transmission lines, storm and sanitary sewers, water mains, bridges, and buildings
  6. Water courses, flood hazard areas and wetlands on the site and within two hundred (200) feet of the site. Flood hazard area information shall be rated according to the Federal Emergency Management Agency (FEMA) insurance rate maps
  7. Existing contours showing the topography of the site and within two hundred (200) feet of the site at intervals of not less than five (5) feet
  8. Boundary of canopy areas, with street trees located and identified
  9. Location and identification of hardwood trees greater than eight (8) inches in diameter proposed to either be removed or replanted
  10. Street rights-of-way, pavement widths and grades. Street profiles and cross-sections shall be provided when required by the Planning Commission
  11. Plans sufficient to describe proposed infrastructure, prepared by a registered engineer, including but not limited to, sanitary sewers, storm sewers, water, electricity, and telecommunications, illustrating connections to existing systems. Storm and sanitary sewer profiles, cross-sections and sizes shall also be provided
  12. Other easements and rights-of-way including location, dimensions and purposes
  13. Proposed lot lines with bearings and length and minimum building setback lines
  14. Typical orientation and location of building footprints
  15. Open space, parks, school sites, and other public areas along with total acreage of each
  16. Exterior lighting plan
  17. Stormwater management and sediment control plan that considers all flows impacting the site, including any from adjacent properties
  18. Areas to be used for purposes other than residential or public, if any, with the purpose, location, and dimensions of each area indicated
  19. Surveyor's certificate of information certifying that the error of closure is at least 1:7,500
  20. Any existing or proposed deed restrictions or covenants, with any homeowner's association maintenance responsibilities listed
  21. A schedule of zoning district(s) requirements including lot area, width, depth, setbacks, and density
  22. Site calculations including total acreage of tract, acreage of parks and other non-residential uses, total number and acreage of lots, average lot size, and pervious/impervious surface calculations
  23. A timetable for estimated project completion for each phase covered by the preliminary plat
  24. The proposed name of the subdivision and all street names
  25. The owner's name (and/or owner's duly authorized agent) and address, the name and seal of the engineer or surveyor, the names of the adjoining property owners, the date of plat preparation, and the zoning classifications of both the property developed, and adjoining properties
  26. Documentation of compliance with Canopy Protection and Replacement standards
  27. Location of percolation test holes and soil evaluation test results, when applicable
  28. Location of groundwater determined test holes and soil evaluation test results when applicable

#### IV. FINAL PLATS

The final plat must conform substantially to the approved preliminary plat upon which it is based, and 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. The drawing scale denoted both graphically and numerically.
- c. A north arrow.
- d. A vicinity map showing the location of the subdivision with respect to adjacent streets and properties.
- 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.
- g. All lots subject to flooding shall be noted with the following statement:  
"Any construction, development or use within a Flood Hazard Area is subject to the standards established by the City of Clemson Flood Damage Prevention Ordinance".
- h. The accurate locations and descriptions of all monuments, markers, and control points.
- i. The deed restrictions (or reference, as appropriate) or other similar covenants proposed for the development.
- j. The name of the development; 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. Notes identifying any tree or canopy protection requirements.

#### Other Documents and Materials Required at Time of Application

The following items shall be submitted at the time of application for Minor Subdivision approval:

- a. *As-Built Drawings* - At the time of application, or as part of the request for the release of any surety for required improvements, if applicable, drawings showing the as-built location of all water, sewer, and other utility and storm-drainage system facilities, and their layouts and connections to existing systems, including all easements and rights-of-way; all fire hydrants, blow offs, manholes, pumps, force mains, and gate valves; location of all corner pins; and all significant landscaping features.
- b. *City Engineer's Statement* - Applicants for final plat review must submit a statement from the City Engineer verifying that the City is in receipt of as-built plans showing all streets and utilities and easements in exact location and elevation, and identifying those portions already installed and those to be installed, and/or certified in the amount of performance guarantees required to assure completion of those improvements not yet installed.
- c. *Offer of Public Facilities* - All formal irrevocable offers of dedication to the public, in a form reviewed and approved by the City Attorney, of streets, local government uses, utilities and easements, parks, and easements.
- d. *Tree Planting Program* - For developments required by the City of Clemson zoning standards to develop and implement a tree planting program, a plan showing the location, species, type, and size of all proposed trees shall be submitted as part of the application for final plat approval.
- e. *Agency Endorsements* - Appropriate endorsement and documentation by the South Carolina Department of Health and Environmental Control (DHEC) and/or the South Carolina Department of Transportation (SCDOT) with respect to all water, sewer, stormwater and erosion controls, and encroachments, verifying that same comply with all rules, regulations, and requirements of local, state, and federal authorities.