

PLAT APPROVAL REQUEST

Office Use Only

Contact Name & Number (for questions/pick up): _____

Review Fee:
\$ _____

Culvert Fee
\$ _____

Family Exempt

Date and Time: _____

Property Owner: _____

Property Tax Map Number: _____

We must have a minimum of five (5) plats with the surveyors raised seal

Checklist of items to leave with the plat:

1. *(Family Exemption) If approval is for a lot being deeded to an immediate family member, we will need the following items:*

- A copy of the draft deed that specifies the relationship from the Grantor to Grantee (ex: Mother to son/daughter etc.)
- DHEC letter or proof of septic if lot is less than 2 acres

2. *If approval is for a new lot that is subdivided out of a larger parcel, reconfiguring lot lines or combining lots, we will need the following items:*

- DHEC letter or septic permit for any lot less than 2 acres
- Proof of water & sewer if being serviced by city, county, or community well
- Please remember that the remainder of the property must meet our guidelines

The property owner may be subject to culvert fees if the property is part of a larger common plan or if there has or will be multiple cuts from the property.

WE WILL CONTACT YOU WHEN THE PLATS ARE READY FOR PICK UP

Please note that this process may take up to 5 working days (1 business week)

Fees will be due when the plats are picked up

Deed/ Covenant Restriction Agreement

I _____ have read and understand the
Deed/ covenants restrictions for (Subdivision Name & Property Address)

The subdividing of my property, tax map # _____, in no
way violates or is in conflict with the these restriction. I also understand if this
statement is found to be false, the approval of the plat will be null & void.

Property owner Signature _____

Print name _____

Current Address: _____
