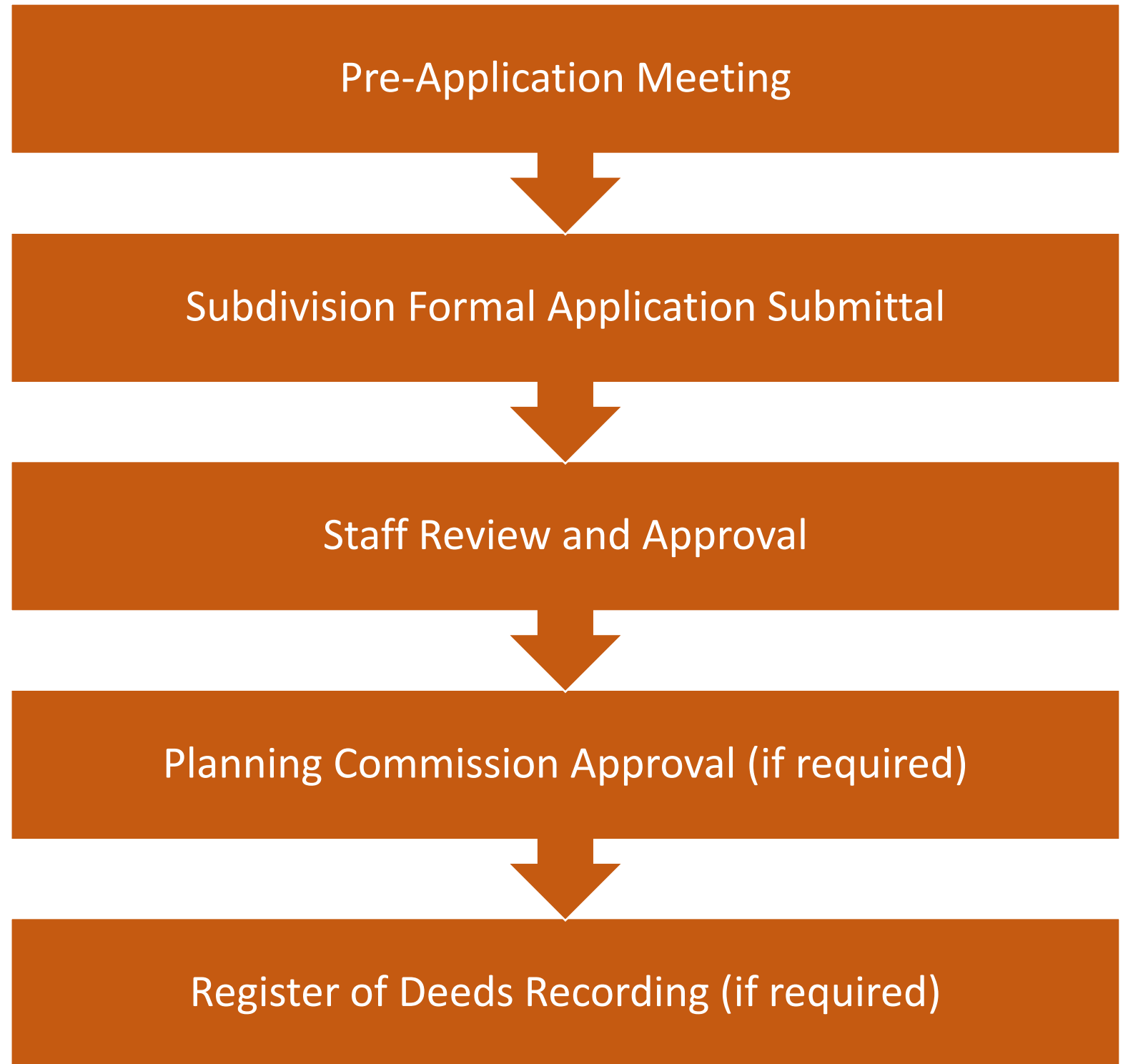




Subdivision Process

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.

[View the Town's Land Use Planning and Zoning Ordinance](#)



Subdivision Process

Pre-Application Meeting

Subdivision Formal Application Submittal

Application Submittal Documents

- Subdivision Plat drawn to scale (10 hard copies)**
- Plat Information** including type (preliminary, conditional, final), number of lots , acreage
- Surveyor Information**
- Restrictive Covenants Affidavit** signed by the current property owner(s)
- Original Certificates of Title or Affidavit of Ownership** (Notarized)
- Statement of availability to what provisions are to be made for **water supply and sewage disposal**
- Applicable Subdivision Fee** Based on number of lots. See Planning Department Fee Schedule
- Recording Fee** Check may be made payable to Charleston County Register of Deeds (ROD)

SPB Committee Review Meeting

Application for Special Exception and/or Variance (if required)

Permit suspended until site plan is approved

- **What information should be shown on a plat?**

Lot Lines, Property Owner Name, Scale, Grand Trees, Utilities, Street Names, Wetlands, Structures, North Arrow

- **What's the review process?**

Staff will review the subdivision application for compliance with the Subdivision Regulations of the Land Use and Planning Ordinance and provide written comments to the surveyor outlining any possible deficiencies.