



MINOR PLAT SUBDIVISION APPLICATION

Please Allow 3 Business Days for Processing

Review Fee: \$25 per Lot Created

APPLICANT INFORMATION:

Name: _____

Phone #: _____ Email Address: _____

PROPERTY INFORMATION:

Address _____

Tax Map #: _____

PROPERTY OWNER INFORMATION:

Name: _____

Signature: _____

Address: _____

Phone #: _____ Email Address: _____

DESCRIPTION OF PROJECT (CHECK ONE):

- Subdivision of Lot(s) into One or More Lots
- Recombination of One or More Lots
- Boundary Line Adjustment
- Exempt Plat
- Other: _____

COPIES OF PLAT SUBMITTAL:

1. For Review: Applicants may create an online account to submit projects online at: <https://evolvepublic.infovisionsoftware.com/lancaster/>.
2. For Approval and Recording: Once the plat has been reviewed and is ready for final approval and recording, please submit seven (7) copies of the plat with the surveyor’s raised seal.

CHECKLIST – USE THE CHECKLIST ITEMS BELOW TO PREPARE THE PLAT:

(Checklist and Application must be filled out and submitted with the plat for the review to begin.)

1. Check UDO for minimum lot width, lot area, building setback, and landscape buffer width requirements for non-single family residential).
2. General:
 - Proposed name of project (if applicable), names, mailing addresses, email addresses, and phone numbers of the owner and the surveyor.
 - Signed surveyor's embossed (i.e. raised) seal and certificate (where applicable).

- Existing property lines being abandoned or adjusted should be shown as dashed lines.
 - Owner's name; tax map number; existing address, and zoning district classification(s) and, if applicable, overlay zone(s).
 - For adjoining parcels: Owner's name; tax map number; zoning district classification(s), and, if applicable, note overlay zone(s); land use; and, if applicable, names of adjacent developments.
3. Location
- Map scale (i.e. 1" = 100' min., use of smaller scale to enlarge small sites is acceptable), north arrow, and date.
 - Vicinity map.
 - Location of County and/or City limits, if adjacent to subject property.
 - Location and rights-of-way width of existing streets, railroads and utility easements whether on or adjacent to the site.
4. Existing Conditions
- Location of existing buildings on property and actual building setbacks.
5. Environmental
- Identify nearest 100-year flood zone and elevation and location of land subject to flooding. (Use of FEMA flood maps is acceptable)
 - Depict any water resources subject to buffer requirements (streams, wetlands, etc.), and comply with all UDO requirements.
 - Well and Septic Tank Permits: For any development creating more than 2 lots, permits issued by South Carolina Department of Health and Environmental Control (SCDHEC) for the installation of wells and septic tank systems must be submitted to Lancaster County Planning Department prior to plat approval and recording. (see UDO 6.2.2.F)
6. Proposed Conditions
- Proposed use of all lots.
 - Layout of all lots, including building setback lines, scaled dimensions, area in square feet by use, lot numbers (if multiple lots), and utility easements with width and use.
 - Identify building setback requirements in notes section (front, side, corner side, and rear).
 - Location and dimensions of all proposed buildings.
 - Notes should include acreage in total tract, smallest lot size and total number of lots.
 - Show locations of water and sewer mains serving the lots.

ADDITIONAL ITEMS:

1. You will be contacted when the review is completed.
2. Fees are due after completed review of the plat.
3. If disturbing more than one acre of land please contact Lancaster County Stormwater Department (803-286-3607).
4. If it is your intention to split the property without a deed please contact the Assessor's office.
5. Please provide digital copy of recorded plat to planning@lanastercountysc.net

OWNER'S REPRESENTATION REGARDING COVENANTS AND RESTRICTIONS:

I _____ have read and understand the covenants and restrictions applicable to my property
(Property Owner)

located at: _____
(Property Address and if applicable Subdivision Name)

The subdividing of my property, _____, in no way violates or is in
(Tax Map Number)
conflict with the covenants and restrictions contained in the deed to my property or contained in any separately
filed legal instrument. I also understand if this statement is found to be false, the approval of the plat will be
null and void.

Property owner signature: _____ Date submitted: _____

Any information provided on this document may be subject to the South Carolina Freedom of Information Act and may be disclosed to third parties in accordance with applicable law. This statement has been provided to Lancaster County in compliance with South Carolina Code, 6-29-1145.