

**SUBDIVISION FINAL PLAT**  
**APPLICATION FEE: \$100.00 PLUS \$10.00 PER LOT**

**REVIEW PROCESS:**

***APPROVAL OF THE FINAL PLAT SHALL BE SUBJECT TO WATER AND SEWER INFRASTRUCTURE BEING INSTALLED BY THE DEVELOPER AND SUBSEQUENTLY TESTED, INSPECTED AND FOUND TO BE IN ACCEPTABLE CONDITION BY THE UTILITY PROVIDER.***

The final plat should be submitted after all utilities and streets have been installed, inspected and approved. Use the checklist items below to prepare the final plat. All plan submittals should be sent to the Planning Department at the address above.

**1. Submit the following for review and processing.**

Submit the following items for plan review.

- **Final plat:** Five (5) paper copies of the plat/set.
- **1 digital copy PDF**
- **Restrictive Covenants:** 1 Paper Copy.
  - ⌘ Restrictive covenants must contain a note indicating: "Property owners are jointly and severally liable for compliance with Lancaster County standards and regulations regarding common area/open space maintenance including, but not limited to, alleys, detention ponds, and trees and landscaping."
- **Letter of Credit** if all required improvements are not yet completed.
- **As-builts:** As-builts should be submitted prior to the submission of a final plat, but if that has not been done yet, be sure to submit digital and hardcopy as-builts for water, sewer, roadway and storm drainage, certified as correct by the Engineer of Record. The final plat cannot be approved until as-builts are received.
- **Street name and speed limit signs:** Note that street name and speed limit signs must be in place and approved by the Lancaster County Public Works Department. Contact Public Works for fees and scheduling of signs. No Certificate of Occupancy will be issued until signs are in place.

Plans will be reviewed by County staff and a notice of revision, if needed, will be sent to the designated contact person. The technical review time for a final plat is up to 15 business days.

**3. Submit the following after the plat and covenants restrictive are approved.**

- 1 digital copy PDF
- 8 original plats/sets with the surveyor's raised seal to be stamped approved for Register of Deeds and Planning Department.
- Additional plats/sets with the surveyor's raised seal to be stamped approved for your files.

**Approved restrictive covenants:**

- 2 paper copies



Planning Department  
P.O. Box 1809, 101 N. Main Street, Lancaster, SC 29721  
Phone: 803.285.6005, [planning@lancastercountysc.net](mailto:planning@lancastercountysc.net)  
[www.mylancastersc.org](http://www.mylancastersc.org)

4. Complete the following after recording.
  - a. Five plats/sets of the recorded plat and recorded restrictive covenants to the Planning Department. This must take place before building permits can be issued.

**Final Plat Checklist – Use the checklist items below to prepare the plat drawing.**

1. General standards
  - a. Provide sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every road centerline, subdivision boundary line, and block line, whether curved or straight. These data must include the radius, center angle, and tangent distance for the center lines of curved streets. Curved property lines must show chord bearing, distance, arc, and radius.
  - b. All dimensions to the nearest 1/100 of a foot and bearings shown in degrees, minutes, and seconds.
2. General information
  - a. Proposed name of project (if applicable), names, mailing addresses, email addresses, and phone numbers of the owner and/or developer, and registration number and seal of the registered land surveyor or engineer.
  - b. The metes and bounds of the perimeter of the land(s) involved. Survey must be tied to at least two SC geodetic control points].
  - c. Owner's name; tax map number; and zoning district classification(s) and, if applicable, overlay zone(s).
  - d. For adjoining parcels: Owner's name; tax map number; zoning district classification(s), and, if applicable, overlay zone(s); land use; and, if applicable, names of adjacent developments.
3. Locational information:
  - a. Map scale (i.e. 1" = 100' min., use of smaller scale to enlarge small sites is acceptable), north arrow, and date.
  - b. Vicinity map (1" = 1 mile min. scale).
  - c. Location of any city/town limits, if adjacent to subject property.
  - d. Location and rights-of-way width of existing streets, railroads and utility easements whether on or adjacent to the site.
  - e. Location and size of open space, and required landscape and/or buffer plans.
4. Environmental information:
  - a. Identify nearest 100-year flood zone and elevation and location of land subject to flooding.
    - i. For informational purposes, a minimum finished floor elevation that is at least two feet above the base flood elevation is required for all undeveloped lots located within the 100-year floodplain.
  - b. Depict any water resources subject to Chapter 8, Natural Resources Protection, and comply with all requirements laid out in the aforementioned section.
  - c. Delineation of all tree retention areas subject to Chapter 7, General Development Standards.
5. Road and related information:
  - a. Street names and street address of each lot.
  - b. Complete description including bearings and distances of all rights-of-way, easements, and areas being dedicated for public use with the purpose of each stated. Identify the width of all existing and proposed rights of way.
  - c. Location and width of sidewalks and trails.
  - d. Identify all alleys as "Private ROW" and include a width call out.

6. Identify all temporary dead end streets with a call out indicating "Street is temporary. Additional modifications to the street will occur as additional phases or portions of the subdivision are developed." Lot information:
  - a. Use of all lots.
  - b. 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.
    - i. Also identify building setback requirements in notes section (front, side, and rear).
  - c. Location and dimensions of all proposed buildings, including number of stories.
  - d. Acreage in total tract, smallest lot size and total number of lots.
  - e. Show locations of water and sewer mains serving the lots.

**Forms and Certifications:**

**Required Certificates:**

1. Certificate of accuracy, signed by Surveyor.
2. Certificate of ownership and dedication.
3. Certification of approval of the installation and construction of street, utilities, and other required improvements, signed by County Engineer.
4. Certification of approval of compliance with Stormwater Management and Sediment Control Act of 1991.
5. Certificate of approval of recording.
6. Certificate of Zoning Compliance.

**Required Notes:**

1. "Final Plat conforms substantially to the approved preliminary plat and civil construction plans."
2. "Property owners are jointly and severally liable for compliance with Lancaster County standards and regulations regarding common area/open space maintenance including, but not limited to, alleys, detention ponds, and trees and landscaping."
3. "No Owner/Developer/Contractor shall place any part of a structure, permanent equipment, permanent retaining wall, or impoundment within a public utility easement dedicated to the County. Fences and walls may be permitted within public utility easements with approval from the County through an encroachment permit."
4. If alleys are used: "All Alleys Will Be Maintained by the Developer or Homeowners Association."
5. If a Letter of Credit is posted for improvements: "This final plat is subject to a performance guarantee, which means that all required public improvements are not completed. Issuance of building permits prior to the completion of public improvements subject to the performance guarantee shall occur at the sole discretion of the Lancaster County. In the event the developer defaults and the County must complete the improvements, the developer will be assessed any difference in the amount of the performance guarantee and the actual construction cost."

**PROJECT INFORMATION**

Project Address and/or Location: \_\_\_\_\_

Tax Map ID/Parcel No.: \_\_\_\_\_

Project Description: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**THE FOLLOWING CERTIFICATES MUST BE ON THE FINAL PLAT**

**CERTIFICATE OF ACCURACY**

I hereby state to the best of my knowledge, information and belief, the survey shown hereon was made in accordance with the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class\_survey as specified therein; also there are no visible encroachments or projections other than shown.

By \_\_\_\_\_

Registered South Carolina Surveyor's Number \_\_\_\_\_ Date \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (we) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby dedicate all streets, alleys, walks, parks and other sites to public or private use as noted. I (we) hereby consent to the subdivision and easements as shown hereon.

\_\_\_\_\_  
Date                      Printed Owner Name                      Signature

\_\_\_\_\_  
Date                      Printed Owner Name                      Signature

**CERTIFICATION OF APPROVAL OF THE INSTALLATION AND CONSTRUCTION OF STREET, UTILITIES AND OTHER REQUIRED IMPROVEMENTS**

I do hereby certify (1) that streets, utilities and other required improvements have been installed in an acceptable manner and according to County specifications and standards in the subdivision entitled

\_\_\_\_\_  
, or (2) that a guarantee of the installations of the required improvements in an amount or manner satisfactory to the Lancaster County has been received.

\_\_\_\_\_  
Date                      County Engineer

**CERTIFICATION – CERTIFICATION OF APPROVAL OF COMPLIANCE WITH THE STORMWATER MANAGEMENT AND SEDIMENT CONTROL ACT OF 1991**

I do hereby certify that the stormwater management and sedimentation control system designed and installed for (development name) addresses required improvements as cited in UDO; complies with the standards established and amended by the South Carolina Department of Health and Environmental Control (DHEC)/their designee and was approved on (date) by DHEC/their designee.

By \_\_\_\_\_

Registered P.E. Number: \_\_\_\_\_

Date \_\_\_\_\_