



# PLAT REVIEW COMMITTEE APPLICATION

City of Charleston  
Department of Public Service  
Engineering Division  
Permit Center, 2 George Street  
Charleston, SC 29401

843.579.6417  
[www.charleston-sc.gov](http://www.charleston-sc.gov)

Please print application in color.

SUBMITTAL TYPE	Boundary Survey	Property Line Abandonment / Adjustment	Final Subdivision Plat	Other
APPLICATION FEE	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	<input type="checkbox"/> \$25 per lot	<input type="checkbox"/> \$50

## PROPERTY DESCRIPTION

Number of Lots: \_\_\_\_\_

Project Name: \_\_\_\_\_

Address/Location: \_\_\_\_\_

TMS #: \_\_\_\_\_ County: \_\_\_\_\_

Zoning: \_\_\_\_\_ Existing and/or Proposed Use: \_\_\_\_\_

Acreage: Total \_\_\_\_\_ Highland \_\_\_\_\_ Critical Area \_\_\_\_\_ FW Wetlands \_\_\_\_\_

Variance/Special Exception granted by BZA:  None needed  Yes, for \_\_\_\_\_

Proposed property line changes comply with Neighborhood Covenants:  Yes  No  N/A

## CONTACT INFORMATION

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Surveyor: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

First review: Submit 4 copies of the plat, application, application fee.

Subsequent reviews: Submit 4 copies of the plat, results form, written responses to previous comments.

Recording review: Submit 6 copies of the plat, results form, written responses to previous comments, recording fee.

**I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I represent the owner of the subject property.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY:

**Application Received**

Date \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_ Receipt \_\_\_\_\_ Staff \_\_\_\_\_

**Application Reviewed By Staff and**

Approved       Approved with Conditions       Denied       Deferred

Comments: \_\_\_\_\_  
\_\_\_\_\_

Department of Public Service Official

\_\_\_\_\_ Date \_\_\_\_\_

**Plat Review Committee**

The Plat Review Committee provides a coordinated interdepartmental review to confirm that plats submitted for recordation comply with City standards. The process is a streamlined review by the Engineering Division, GIS Division, Stormwater Division, and Zoning Division to provide the applicant with a known schedule for response. This process in no way modifies any other Engineering or Zoning Division procedures regarding fees or submittals associated with preliminary subdivision plats, site plans, variance approvals, etc.

**Plat Review Process**

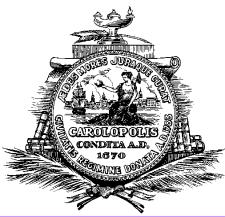
All submittals are made to the Engineering desk in the Permit Center at 2 George.

Submittal deadlines are each Monday at 5:00pm for review the following Friday. Comments and meeting results will be provided to the surveyor by 5:00pm on Friday.

First-time submittals must include this completed color application, application fee, and 4 copies of the plat.

Resubmittals for review (major comments) must include a copy of the results form, written responses to previous comments, and 4 copies of the revised plat.

Resubmittals for recording (minor or no comments) must include a copy of the results form, written responses to previous comments, 6 sealed copies of the plat, and recording fee made payable to the Register of Deeds.



# PLAT REVIEW COMMITTEE APPLICATION

## Plat Requirements and Checklist

Property line adjustment, abandonment, and resurvey plats submitted for approval and recording must meet the standards established in the City of Charleston Zoning Ordinance and must be submitted with an application, fee, and the appropriate number of plat copies. Plats must be drawn to a scale no smaller than 1"=200' and must be on one or more sheets not exceeding 22" X 34".

- Title, date of survey, graphic & numeric scale, and location map and, if applicable, the size and shape of any residual tract or tracts
- TMS# and references to previous plats and/or deeds, and owner(s) of the tract
- Existing addresses noted
- North arrow with designation as grid, magnetic, or astronomic, with date if different from plat
- Total acreage, highland acreage, wetland acreage, and critical area acreage
- Courses and distances of the perimeter of the subject property(ies) and distance to nearest street intersection
- Charleston city limit line
- Locations of structures or other significant physical features existing on the tract
- All intersecting boundaries or property lines with the full names of owners and TMS numbers of adjoining properties
- Locations and names of water courses within or adjoining the tract
- Flood Zone designations, including the community panel number and date of map
- The locations, names and right-of-way widths of existing streets & railroads within/adjoining the tract. Note ownership/maintenance
- Location of existing and proposed/new lot lines with courses/distances noted. Location of property lines being abandoned/adjusted ("to be abandoned" or "to be adjusted") with courses/distances noted
- All existing/proposed easements (description, width, and, if applicable, centerline data) and existing utilities
- Curve/line data tables
- Verification statement of the location of OCRM critical areas and wetland areas under the jurisdiction of OCRM or the C.O.E. (delineation, permit number, date, signature, etc)
- R.L.S. certification of the preparer of plat
- A tree survey in accordance with Section 54-328, of the Zoning Ordinance *(if/when requested by City staff)*
- Applicable required landscape buffers and/or Critical Line buffer. Critical Line buffer should be accompanied with building setback to buffer and jurisdictional statement
- Description of all property markers, including the size and material
- All property lines with distances and accurate bearings or deflection angles noted. For property lines, which are curves or are part of curves, the arc length, radius, tangent distance, and point of tangency shall be noted.
- All known or discovered encroachments
- A Certificate of Accuracy with the signature, seal, and certification of the registered professional land surveyor who prepared the plat to the effect that the final plat accurately reflects a "Class A" survey, that all monuments shown thereon actually exist and their position is accurately shown, and that all dimensional details are correct.
- Property line adjustment or abandonment plats incorporating properties owned by different entities must provide written documentation from all owners that they are agreeable to the property line change. Documentation may be an affidavit, written letter, etc. The owners must sign the documentation and reference should be made to the adjustment plat prepared by surveyor with the plat title and plat date noted.