

# Application Package for Minor Subdivision

City of Aiken

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# 1.

## **The Process at a Glance**

- \* The completed application, supporting materials, and fee are submitted to the Planning Department located in the Municipal Building at 214 Park Avenue SW, Room #202.
- \* Planning Department distributes information about the request to various City departments.
- \* A letter with review comments from City staff is sent to the applicant within one week.
- \* If necessary, the applicant submits 5 revised plats and/or additional information to the Planning Department.
- \* If Planning Commission review is required, a public hearing is held before the Commission. If Commission review is not required, approval can be granted by the Planning Director.
- \* After approval, the plat can be recorded at the Aiken County RMC office at 828 Richland Avenue West after which the lots can be conveyed.

**PLEASE READ THE REST OF THIS APPLICATION PACKAGE CAREFULLY SO THAT YOU FULLY UNDERSTAND THE SUBMISSION REQUIREMENTS AND PROCESS.**

## **NOTICE**

Be aware of the following State law regarding subdivisions.

After the local governing authority has adopted land development regulations, no subdivision plat or other land development plan within the jurisdiction of the regulations may be filed or recorded in the office of the county where deeds are required to be recorded, and no building permit may be issued until the plat or plan bears the stamp of approval and is properly signed by the designated authority. The submission for filing or the recording of a subdivision plat or other land development plan without proper approval as required by this chapter is declared a misdemeanor and, upon conviction, is punishable as provided by law. Section 6-29-1140 of the Code of Laws of South Carolina.

## 2.

### **Minor Subdivision Procedures**

#### **Definition of Minor Subdivision**

A minor subdivision is one creating not more than four lots and not involving the creation of a new road or extension of municipal facilities.

#### **Approval Process**

**Staff Approval.** A minor subdivision can be approved by City staff. An application meeting the “Submission Requirements” listed below is submitted to the Department of Planning & Community Development (DPCD) located in the Municipal Building at 214 Park Avenue SW. Once any comments have been addressed and the subdivision plat signed by the Planning Director, the plat may be recorded and lots conveyed.

**Planning Commission Approval.** Planning Commission approval is required if

- 1) the Planning Director refers the minor subdivision to the Planning Commission at his discretion;
- 2) the request involves property for which another minor subdivision has been approved within the previous three years; or
- 3) a variance from the Land Development Regulations is required.

**Submission.** If Planning Commission approval is required, an application is submitted to the DPCD at least 20 business days prior to the Planning Commission meeting.

**Public Notice.** If a public hearing before the Planning Commission is required, the Department will post a sign on each street frontage no fewer than ten (10) days prior to the scheduled hearing date.

**Public Hearing.** The Planning Commission must take final action within 60 days of submission of a completed application. An application is complete when all information requested by the City has been provided.

**Recording.** Before the plat can be recorded, it must be signed by the Planning Director. The approved plat must be recorded at the Registrar of Mesne Conveyance within 180 days of the date of signing or the approval will expire. Proof of recording must be provided to the Planning Department before a building permit will be issued.

## Minor Subdivision Approval Procedure

(continued)

### Submission Requirements

The following must be submitted to the Planning Department.

**Application.** The appropriate application form must be completed. If the applicant is not the owner, the application must be signed by the owner or a statement consenting to the subdivision signed by the owner must be provided. The “Report Distribution List” should also be completed listing any one other than the applicant, property owner, and plat draftsman who should receive copies of correspondence. If a variance from the Land Development Regulations is sought, an explanation of the request and justification therefor must be provided.

**Fee.** \$100.00 (payable to the “City of Aiken”).

A plan revision fee of \$50.00 may be charged for each re-submittal.

If an application is withdrawn, the application fee may be returned if requested within five business days of the submission date.

**Plats.** Class “A” surveys are required. Five copies of the plat must be submitted. If Planning Commission review is required and **the plat is larger than 8 1/2” x 11”, a reduced copy of that size must be provided.** Plats must be folded to 8 1/2” X 11” with the title block showing.

**Plat Details.** The information listed on the attached “Plat Checklist” must be included unless waived. Please note that sidewalks are required on existing and proposed arterial and collector streets and on any existing or proposed street within one-half mile of an existing or proposed school or park over one acre (Section 5.7.1). Sidewalks must be installed within 180 days of approval or prior to approval of a building permit for a project on the subject property, whichever is sooner.

**Plat Revisions.** If revisions to the plat are required, five copies and one reduced 8 1/2” X 11” must be submitted to the DPCD.

**Variance Request.** If a variance from the Land Development Regulations is being sought, a letter fully explaining the request and the reasons therefore must be submitted to the Planning Department at least 14 days prior to the Planning Commission meeting at which the request will be considered.

## **Minor Subdivision Plat Checklist**

Class "A" surveys are required. Each plat must be prepared, signed, and sealed by a registered land surveyor, and, if there are proposed improvements, the improvements must be designed by a registered professional engineer. Both the surveyor and the engineer must be licensed in South Carolina with the name, address, and telephone number of each appearing on the plat. Sheets must be no larger than 24" x 36" and numbered sequentially. The information listed below must be provided unless waived by the Secretary of the Planning Commission.

### **Description**

- a) The tax parcel number, present City limits, zoning, acreage, graphic scale (no less than 1" = 100'), north arrow, location map (at not less than 1" = 500'), and date.
- b) The name of the subdivision if within an existing subdivision.
- c) The tract name if no subdivision name has been chosen.
- d) A key map on the first sheet if the entire subdivision will not fit on one sheet and matchlines to facilitate the matching of separate sheets.
- e) Municipal and County boundaries within 200'.

### **Ownership**

- a) The name, address and telephone number of the property owner.
- b) The location, size and purpose of any existing or proposed easement, right-of-way, or land reserved or dedicated to public use.
- c) The names, locations, and widths of all existing or platted streets or other public ways within and immediately adjacent to the tract.
- d) Existing covenants or restrictions.
- e) The names of owners of adjoining property.

### **Features**

- a) Tract boundary lines and lot lines with accurate dimensions, bearings or deflection angles, radii arcs and central angles of all curves.
- b) The number of proposed lots shown on each street and the dwelling unit density.
- c) Location and name of proposed streets.
- d) Location and description of all monuments.
- e) The location of all structures.
- f) The location of all watercourses including lakes and ponds within 200' including the 100-year flood line.
- g) Sidewalks required on both sides of streets if within one-half mile of an existing or proposed public school or park over one acre including one outside of the City; and along all arterial and collector streets.
- h) If the property is listed on the Aiken Historic Register either individually or as part of a district, the following statement: "This property is included on the Aiken Historic Register; new construction or the alteration, demolition, or removal of an existing structure may require approval of a Certificate of Appropriateness by the City of Aiken Historic Preservation Commission."

**Report Distribution List**

The applicant will be considered the primary contact for the application unless someone else is designated. Copies of reports and other correspondence will be sent to the applicant, property owner, and plat draftsman. Please list below anyone else who should receive a copy.

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Application # \_\_\_\_\_

Tax Parcel # \_\_\_\_\_

**APPLICATION FOR SUBDIVISION APPROVAL**  
**PLANNING DEPARTMENT**  
**CITY OF AIKEN**

**Type of Application**

Minor Subdivision \_\_\_\_\_  
Major Subdivision: Preliminary \_\_\_\_\_ Final \_\_\_\_\_  
Variance \_\_\_\_\_ (attach sheet explaining justification)

**Applicant**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City & State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Interest if other than owner \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Property Owner**

Name \_\_\_\_\_ Address \_\_\_\_\_  
City & State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Subject Property**

Location \_\_\_\_\_ Size \_\_\_\_\_ Zone \_\_\_\_\_  
Number of existing lots \_\_\_\_\_ Number of proposed lots \_\_\_\_\_

Are there restrictive covenants that would prohibit the proposed use of the property? \_\_\_\_\_  
If you replied yes, please attach a certified copy of the restrictive covenants to this application.

**Comments**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the above information to be accurate and complete.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or type name \_\_\_\_\_ Title \_\_\_\_\_

I the property owner authorize the applicant to represent me in this application.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Print or type name \_\_\_\_\_ Title \_\_\_\_\_