

Application Package for Major Subdivision

City of Aiken

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1.

The Process at a Glance

A pre-application meeting with the Planning staff is recommended to expedite the review process. Please call 803-642-7608 for an appointment.

Preliminary Plat

- * The completed signed 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 sets and 1 reduced copy (8½" x 11") of revised plans and/or additional information to the Planning Department.
- * The application is approved by City staff unless a variance is needed from the Planning Commission or the application is referred to the Commission by the Planning Director.

Approval allows construction of improvements such as roads and utilities but not conveyance of lots which can only be done after Final Plat approval is obtained.

Final Plat

- * Proof of completion of improvements or a performance guarantee covering the uncompleted improvements is provided. If the improvements have been completed, a maintenance guarantee is submitted with the application for final plat approval. If the improvements have not been completed, the maintenance guarantee must be submitted before any Certificate of Occupancy is issued for any structure.
- * The completed signed 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 6 sets of revised plats and/or additional information.
- * Once all requirements are met, the plat can be approved and recorded with the Aiken County RMC office at 828 Richland Avenue which allows conveyance of the lots.

Variances

The Planning Commission may grant a variance from these Regulations when it finds that strict compliance would impose excessive hardship and practical difficulty. Such a variance shall not have the effect of nullifying the intent and purpose of these Regulations and shall be based upon evidence that:

- a) granting of the variance will not be detrimental to the public health, safety or welfare;
- b) the request for the variance is based on particular conditions of size, shape, or topography of the property which are not generally applicable to other property;
- c) strict compliance would impose a particular hardship and not a mere inconvenience;
- d) the variance will not violate the provisions of any other ordinance; and
- e) the request is not solely to alleviate a financial hardship.

Conditions

In granting a variance, the Commission may impose any conditions it deems appropriate.

NOTICE

Be aware of the following State law regarding subdivisions.

Section 6-29-1140 of the Code of Laws
of South Carolina

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.

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

2.

Major Subdivision Procedures **City of Aiken**

Definition of Major Subdivision

A major subdivision is one creating more than four lots or which involves the creation of a new road or the extension of municipal facilities. Major subdivision approval is in two stages, preliminary plat and final plat. The submission requirements for both stages are included in this package.

Preliminary Plat

Preliminary Plat approval involves the review of a detailed subdivision plat including proposed improvements and related engineering information. The preliminary plat is approved by the Planning Director unless a variance is needed from the Planning Commission or the application is referred to the Commission by the Planning Director. If a public hearing before the Planning Commission is required, public notice must be given 10 calendar days before the hearing. Approval of the preliminary plat allows only the start of construction, not the sale of lots.

Final Plat

Final plat approval is granted by the Planning Director. The final plat should be essentially identical to the preliminary plat except for minor changes. Final plat approval may only be requested after 1) the completion of all required improvements or the posting of a performance guarantee to cover the cost of all uncompleted improvements, and 2) if improvements have been completed, the posting of a maintenance guarantee for those improvements. Final plat approval allows the sale of lots.

Please Note The Following:

- 1) No building permit may be issued for a structure on a lot created by a subdivision until a final plat has been recorded. The applicant may record the plat at the Aiken County RMC Office. Proof of recording must be provided to the Planning Department before a building permit will be issued.
- 2) A building permit cannot be issued for a lot created by subdivision until the water and sanitary sewer lines serving the affected lot have been installed and approved by the State Department of Health and Environmental Control.

Preliminary Plat Procedures

Submission Requirements

The completed signed the application, plats, and supporting materials must be submitted to the Planning Department. The plat can be approved by staff unless a variance from the Land Development Regulations is needed which requires Planning Commission approval. If a variance is requested, the application and supporting materials must be submitted no later than 14days prior to the Commission meeting to be eligible for the agenda.

Application. The 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” must also be completed including the names of those other than the applicant, owner, and plat draftsman who should receive copies of correspondence. If a variance from the Land Development Regulations is sought, a written explanation of the justification for the request must be provided and written answers to the variance criteria submitted.

Fee. \$200.00 plus \$20.00 per lot (payable to the “City of Aiken”). If an application is withdrawn, the application fee may be returned if requested within five business days of the submission date.

A plan revision fee of \$50.00 is required with each re-submittal.

Grading Permit Application and Fee. An application for a grading permit with the \$25.00 fee must be submitted but cannot be approved until the City receives approval from the South Carolina Department of Health and Environmental Control (DHEC). Application to DHEC is the applicant’s responsibility.

Plats. Class “A” surveys are required. For the initial review three copies of the plat must be submitted and, **if a variance from the Land Development Regulations is sought a reduced 8 ½ x 11 copy must be provided.** Plats **must be folded** to 8 ½ x11” with the title block showing. If the plan is approved on the initial review, at least two additional copied will be requested.

Plat Details. The information listed on the attached “Plat Checklist” must be included unless waived.

Plat Revisions. If revisions to the plat are required, five copies (and, if Planning Commission review is required, one reduced (8 ½ ” x 11”) copy) must be submitted by the deadline set by the Planning Department.

Public Notice. If a hearing before the Planning Commission is required, public notice is done by the Planning Department through posting of a sign on each street frontage.

Traffic Impact Study. A Traffic Impact Study may be required for applications for approval of a site plan, annexation, rezoning (to a category that allows more intense uses), major subdivision, or concept plan for PUD and PC where the traffic to be generated meets a certain minimum as determined by the Planning Director. A Traffic Study will be accepted only if prepared by a firm on a list of approved firms approved and maintained by the Planning Department.

Public Hearing

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

After Approval

After they are signed, two copies shall be returned to the applicant. The preliminary plat is not to be recorded. Preliminary approval allows the installation of improvements (after a grading permit has been obtained) but not the sale of lots. Final plat approval must be obtained within two years or the preliminary approval will expire.

Preliminary Plat Checklist

Each plat must be prepared by a registered land surveyor and a registered professional engineer licensed in South Carolina whose names, addresses and telephone numbers must appear on the plat. Sheets must not be larger than 24" x 36" and must be numbered sequentially. One sheet should show only existing and proposed lot lines, rights-of-way, and easements without utilities. The information listed below must be included 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 proposed name of the subdivision if not within a previously platted subdivision; the proposed name may not duplicate the name of any recorded subdivision.
- d) The tract name if no subdivision name has been chosen.
- e) 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.
- f) 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 including park and recreation areas in accordance with 5.9.1.
- 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) Contours at two-foot intervals.
- c) The number of proposed lots shown on each sheet.
- d) The use of any lot to be used for other than residential purposes.
- e) Location and names of proposed streets including medians and cul-de-sacs in accordance with 5.6.2(d).
- f) Location and description of all monuments.
- g) The location of all structures.

- h) The location of all watercourses including lakes and ponds within 200' including the 100-year flood line or a statement verifying that no portion of the subject property is within the 100-year flood plain.
- i) Sidewalks required on both sides of streets within one-half mile of an existing or proposed public school or park of over one acre including one outside of the City; and along all arterial and collector streets.
- j) 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."
- k) For each lot on land zoned Planned Unit Development, a depiction of the buildable area and the following notation regarding required building separation: "There will be a minimum of 15 feet between one-story buildings and 20 feet between a two-story building and any other building."

Utilities

- a) Existing and proposed location, size, elevation, and slope of all storm and sanitary sewers, water mains, and other underground structures within and immediately adjacent to the site.
- b) Proposals for connection to the existing water supply and sanitary sewer systems or other means of providing water and sewage disposal.
- c) Proposals for collection and discharging surface water drainage.
- d) Calculations for water, sanitary sewer discharge, and stormwater runoff.
- e) A statement that all wiring will be underground.
- f) A statement that all newly planted, required landscaping will be irrigated with an automatic irrigation system.

Maintenance of Common Areas

A statement should be included on the plat indicating who will be responsible for maintenance of common areas including the landscaped median.

Construction Plans

Construction plans at a scale of no more than 1" = 50' on sheets the same size as the plat with the following information:

- a) Profiles of center line elevations of existing and proposed roads, approximate radii of all curves, lengths of tangents, and central angles on all streets;
- b) Plans and profiles having the locations and typical cross-sections of street pavement including curbs and gutters, sidewalks, drainage easements, rights-of-way, fire hydrants, manholes, and catch basins; the locations, side, and invert elevations of existing and proposed stormwater drains and sanitary sewers including connections to existing or proposed systems; and the location and size of water lines, gas lines, and other underground utilities; and
- c) A site grading and erosion control plan including the limit of grading and notation regarding protection of trees in accordance with 5.10.4(b).

Final Plat Approval Procedure

Final plat approval is granted by the Planning Director. Final approval may only be requested after either 1) all improvements have been completed or a performance guarantee is posted to cover the cost of all uncompleted improvements, or 2) a maintenance guarantee for completed improvements is posted.

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, a statement consenting to the subdivision signed by the owner must be provided. The “Report Distribution List” should also be completed listing anyone other than the applicant, owner, and plat draftsman who should receive copies of correspondence.

Fee. \$200.00 (payable to the “City of Aiken”).
If an application is withdrawn, the application fee may be returned if requested within five business days of the submission date.

Grading Permit Application and Fee. An application for grading with the \$25.00 fee must be submitted but the application cannot be approved until the City receives approval from DHEC. Application to DHEC is the applicant’s responsibility.

Plats. Class “A” surveys are required. Six paper copies of the final plat conforming to the approved preliminary plat must be submitted.

Certifications. The following certifications must also be submitted:

- from the City Engineer stating that all roads and drainage improvements have been properly installed or from the Secretary stating that a performance guarantee has been posted for the uncompleted improvements;
- confirmation that the water supply and sewage disposal systems have been properly installed or from the Secretary stating that an adequate performance guarantee has been posted;
- if all improvements have been completed, from the Secretary stating that the maintenance guarantee has been posted; and
- if applicable, from the Zoning Official stating that the landscaping in the entrance median has been installed or a performance guarantee posted.

Approval

The Director shall have 30 days from the date of submission of a complete application to notify the applicant in writing of a decision. An application is complete when all information requested by the City has been provided.

Recording

The approved plat must be recorded with the Registrar of Mesne Conveyance within 180 days of the date of signing or the approval will expire. Recording will permit the sale of lots only. Proof of recording must be provided prior to issuance of a building permit.

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 or restrict the proposed use of the property? _____

If you replied yes, please attach a certified copy of the restrictive covenants to this application.

Engineer of Record-Design _____ SC License # _____

Engineer of Record-Construction _____ SC License # _____

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 _____

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 _____