Sumter City-County Planning Commission

12 W. Liberty St., Sumter, SC 29150
(803) 774-1660

SUBDIVISION FINAL PLAT REVIEW APPLICATION

☐ Minor Subdivision Plat (City of Sumter)
☐ Minor Subdivision Plat (unincorporated Sumter County)
☐ Major Subdivision Plat (City of Sumter)
☐ Major Subdivision Plat (Unincorporated Sumter County)

Date Submitted: _____ **Number of Lots:** _____

Plat Description _____

Property Address(es) _____

Tax Map Number(s) (TMS): _____ **Lot Size:** _____

Contact Name: _____

Contact Telephone: _____ **Contact Email:** _____

OFFICE USE ONLY:

Assigned to: _____ **Date Approved:** _____

Fee Due: _____ **Date Contacted:** _____

Registered Land Surveyor: _____

Type of Plat

☐ Subdivision Plat
☐ Combination / Recombination
☐ Exempt (Family Conveyance)
☐ Exempt (Agricultural Use)
☐ Exempt (Will Execution)
☐ Other _____

Present Zoning and Use: _____ **Lot Size:** _____

Min. Lot Area: _____ **Min. Lot Width:** _____ **Min. Lot Depth:** _____

Site Access/Access Management:

☐ Lot with direct frontage on a Public Street or Road
☐ Commercial Lot with Shared Access Easement
☐ Exempt (Agricultural Use or Family Conveyance)

FIRM Map #: _____ **Flood Zone:** _____ **FIRM Effective Date:** _____

Is property within a designated Accident Potential Zone (APZ)?: YES / NO (If YES use APZ / NA stamp)
Is property within a designated Noise Attenuation Zone (NA)?: YES / NO (If YES use APZ / NA stamp)

Is this subdivision part of an already approved subdivision?: YES / NO

If yes, indicate name of Subdivision: _____ **Compliant with Subdivision Approval?** YES / NO

Additional Notes:

_____

I, the undersigned, hereby confirm that I have received 6 or more original copies of the plat approved by the Sumter City-County Planning Department for the property described above.

_____

Name *Signature* *Date*

☐	**REVIEW ALL ITEMS**
	MINOR SUBDIVISION PLATS: shall have the following characteristics: contains no new roads or changes to existing roads; all resulting lots front directly on and have legal access to an existing publicly or privately paved and maintained road or street; encompasses no more than 25 acres and contains no more than 50 lots; meets all other standards as set forth in this Ordinance. Refer to Sumter County Zoning and Development Standards Ordinance or City of Sumter Unified Development Ordinance for comprehensive regulation and submission information for the applicable jurisdiction.
	Final Subdivision Plat application fee of $50.00, or $3.00 per lot, whichever is greater. All fees payable by check may be made payable to "City of Sumter" (payment is due at time of document pick up)
	7 copies of minor subdivision plat with raised seal.
	Survey Title
	Raised seal and signature of the Surveyor
	Location map and/or adequate descriptive location of the property surveyed
	The state, county, city, and township in which the property is located
	The name of the owner, company or agency of the property who requested the survey
	The date the field survey was completed
	Numerical and graphic scale, and North Arrow
	The name, registration number, address, and phone number of the land surveyor
	A certification executed by the Surveyor which will contain a statement of the class of survey performed as follows: *"I hereby state that to the best of my professional knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the Standards of Practice Manual for Surveying in South Carolina, and meet or exceeds the requirements for a Class _____ survey as specified therein."*
	The area of the parcel or tract surveyed shown at least to the nearest 0.01 of an acre.
	Lot and block numbers and/or the full names of adjoining landowners.
	The names and numbers of highways, roads, streets, or railroads, shall be shown on their plat, with their rights-of-ways.
	If parcel is under 5 acres, an address must be shown on the plat. Addresses are assigned by the Sumter County Assessor's Office (803-436-2126 or 803-436-2128)
	The plat book and page number of the subdivision as recorded by the Register of Deeds, if known.
	At least one corner of the property surveyed shall be referenced so as to for a tie-line which can be used to help establish or verify the correct location of the property.
	Monument types, locations, and condition.
	The distances to the nearest intersections of a street or right-of-way shall be shown on the survey
	All property lines shall be defined by bearings and horizontal distances and plotted to the scale indicated on the plat.
	Easements and rights-of-ways on the site (i.e. power lines, etc.) obvious and apparent at the time of the survey or known to the surveyor, shall be shown and shall include their widths, if known.
	All visible items across the property line shall be indicated with their extent shown or noted on the survey plat. The use of words projection or encroachment should be shown.
	Cemeteries and burial ground located within the premises surveyed shall be located and shown on the plat (if obvious).
	Curved boundaries must be defined by curve data to include the radius, delta arc length, and long chord, by course and distance.
	Boundaries formed by water courses shall be located and plotted to scale. If calculated lines are not shown, traverse lines and/or off-set lines used to close water course boundaries shall be shown, plotted to scale, and defined by course and distance.
	If located within floodplain area, plat must show floodplain boundary, FIRM panel number, effective date, and flood zone information.