

CERTIFICATIONS:

(Additional Certifications May Be Required as Needed)

Certification of ownership and dedication:

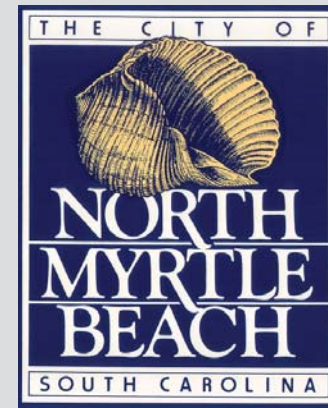
I (We) hereby certify that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby adopt this plan of subdivision with my (our) free consent, establish minimum building lines and dedicate all streets, alleys, walks, parks and other sites to public or private uses as noted.

Owner _____ Date _____

Certificate of accuracy:

It is hereby certified that this plat is true and correct to the accuracy required in division 4, section 20-35(c), "degree of accuracy."

Registered Surveyor _____ Date _____



1018 Second Avenue South
North Myrtle Beach, SC 29582
(843) 280-5555

PLANNING & DEVELOPMENT
DEPARTMENT POLICY STATEMENT

COMBINATION AND BOUNDARY ADJUSTMENT PLAT REVIEW PROCESS

Subdivision

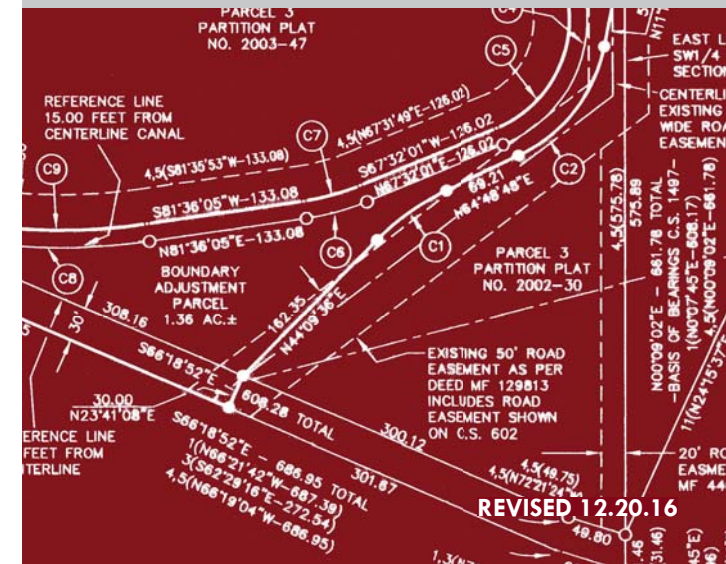
Combination:
Reducing
the number
of lots

Lot Splits: Either
minor or major,
depending on the
number of lots

Boundary Adjustment:
Moving lot lines, but not
increasing or reducing the
number of lots

PRIMARY PLANNING STAFF CONTACT:

Dawn E. Snider
843.280.5583
desnider@nmb.us



WHAT IS A COMBINATION AND BOUNDARY ADJUSTMENT PLAT? Combination and boundary adjustments are types of subdivisions. Combination plats combine two or more lots of record where the total number of lots is decreased. Boundary adjustment plats move lot lines, but do not increase or reduce the number of existing lots.

WHO PREPARES A COMBINATION OR BOUNDARY ADJUSTMENT PLAT? It is required that a registered surveyor licensed in the state of South Carolina prepare the plat.

HOW DO I START THE REVIEW PROCESS FOR A COMBINATION OR BOUNDARY ADJUSTMENT PLAT, AND WHAT MUST BE SUBMITTED? The following information shall be included on combination and boundary adjustment plats prior to review by the Planning, Public Works and Public Safety Departments:

- Certification of ownership** signed by all involved property owners
- Tax map numbers and parcel identification numbers**
- Interior lines to be abandoned** (shown as dashed lines with the wording: "Lines to be abandoned upon recording.") Future plats of the property will no longer show those lines
- Distance to the nearest side street**
- Submit one (1) plat stamped and **sealed by a registered surveyor licensed to practice in the state of South Carolina**
- Completed letter of agency**, if applicable
- Completed Development Approval Application (Permit): Recorded Covenant Affidavit.** This form complies with a state law that took effect on July 1, 2007 (S.C. Code § 6-29-1145). This law requires all planning agencies to inquire in an application for permit if the parcel of land is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity. If such a covenant exists, the agency shall not issue the permit until written confirmation of its release is received. The release must be through the action of an appropriate legal authority.
- Please note:** All lots should meet the minimum Zoning Ordinance requirements, or a variance may be required.

WHO REVIEWS A COMBINATION PLAT?

Planning Division Staff: The planning staff will check to see that all information required for submittal has been provided.

Often, the plat can be reviewed and approved on the day of submittal.

FOLLOWING PLAT APPROVAL: Once the plat has been approved and executed, staff will release the plat for recording. After recording the plat with the Horry County Register of Deeds, please return one (1) recorded copy to the Planning & Development Department. Submitting a recorded copy is mandatory if requesting subsequent building permits.

WHO REVIEWS A BOUNDARY ADJUSTMENT PLAT?

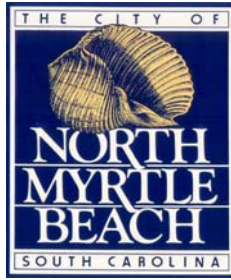
Planning Division Staff: The planning staff will check to see that all information required for submittal has been provided.

However, the plat may require additional review. If this occurs, the following departments review your plat:

Zoning Division: The zoning administrator reviews proposed plats to determine compliance with the zoning ordinance.

Fire Marshal: Reviews proposed projects for hydrant locations, available water flow and adequate access to the structure for fire fighting equipment.

Public Works: Reviews plat for existing/required utility easements and plat layout.



CITY OF NORTH MYRTLE BEACH
DEVELOPMENT APPROVAL APPLICATION (PERMIT):
RECORDED COVENANT FORM

Revision Date 06.28.17

This form complies with a state law that took effect on July 1, 2007 (S.C. Code § 6-29-1145) that requires all planning agencies to inquire in an application for a permit if the parcel of land is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity. If such a covenant exists, the agency shall not issue the permit until written confirmation of its release is received. The release must be through the action of an appropriate legal authority. Please read § 6-29-1145, provided in its entirety below, and complete the following.

Nature of Approval Requested:

Parcel Identification Number:

Property Address:

I, _____, hereby certify that the tract(s) or parcel(s) of land to which this approval request pertains is **not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought**, as provided in South Carolina Code of Laws (§ 6-29-1145).

(Signature)

(Date)

SECTION 6-29-1145. Determining existence of restrictive covenant; effect.

(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted activity.

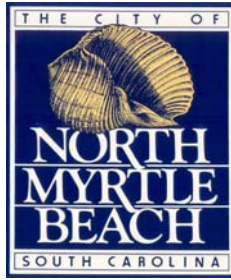
(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (1) in the application for the permit;
- (2) from materials or information submitted by the person or persons requesting the permit; or
- (3) from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order.

(C) As used in this section:

- (1) "actual notice" is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;
- (2) "permit" does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) "restrictive covenant" does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.

HISTORY: 2007 Act No. 45, Section 3, eff June 4, 2007, applicable to applications for permits filed on and after July 1, 2007; 2007 Act No. 113, Section 2, eff June 27, 2007.



CITY OF NORTH MYRTLE BEACH
LETTER OF AGENCY

Revision Date 12.20.16

Today's Date:

Nature of Approval Requested:

Property PIN and Tax Map Number, if applicable:

Property Location:

I, _____, hereby authorize _____

to act as agent for _____ for the purposes of the above referenced approval.

Signature

Date

Title