

# 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 \_\_\_\_\_

Certification of approval of public water supply and sewage disposal system:

I hereby certify that a public water supply and a sewage disposal system, meeting the full requirements of the city's subdivision regulations, has been installed or that a guarantee of the installation of the required improvements in an amount or manner acceptable to the City of North Myrtle Beach has been received.

City Engineer or Designee \_\_\_\_\_ Date \_\_\_\_\_

Certificate of approval of streets and storm drainage system:

I hereby certify that streets and storm drainage system, meeting the full requirements of the city's subdivision regulations, have been installed or that a guarantee of the installation of the required improvements in an amount or manner acceptable to the City of North Myrtle Beach has been received.

City Engineer or Designee \_\_\_\_\_ 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 \_\_\_\_\_

## PRIMARY PLANNING STAFF CONTACT:

Dawn E. Snider  
843.280.5583  
desnider@nmb.us

## THE REVIEW PROCESS:

Pre-application conference (if requested)



Applicant submits application package and a digital PDF version of the subdivision plat



Planning staff collects comments or approvals interdepartmentally



Planning staff communicates comments to applicant and is available to review issues



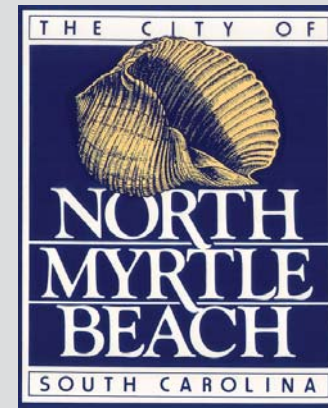
Applicant submits four (4) revised copies, including digital PDF version, for review



If approved, an approval letter is sent out, and applicant records executed plat with Horry County



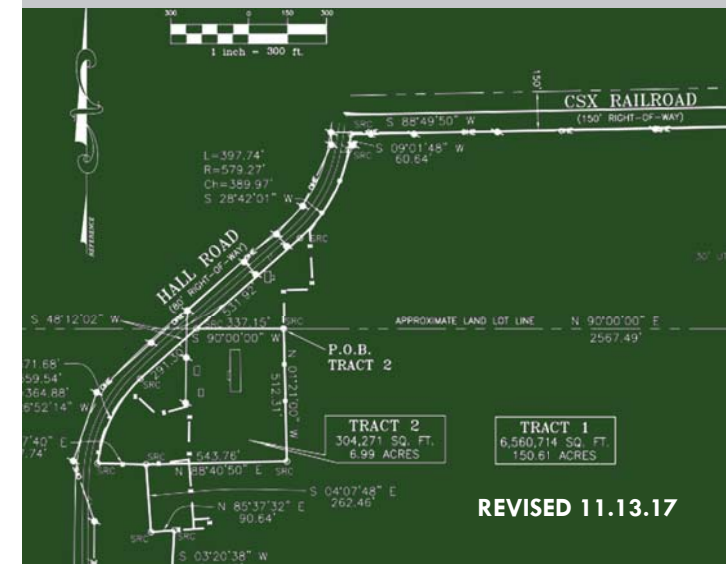
Applicant returns one (1) recorded copy to the Planning Department



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

PLANNING & DEVELOPMENT  
DEPARTMENT POLICY STATEMENT

# MINOR FINAL PLAT REVIEW PROCESS



REVISED 11.13.17

**WHAT IS A MINOR FINAL PLAT?** A minor final subdivision plat is any subdivision creating no more than three (3) lots fronting on an existing street, not involving any new street, extension of public utilities, or needing a zoning variance as a precondition for creation, or adversely affecting the remainder of the parcel or adjoining property. If these conditions are not met, the subdivision becomes a major final plat (see Major Final Plat Review Process Policy Statement).

**WHO PREPARES A MINOR FINAL SUBDIVISION 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 MINOR SUBDIVISION, AND WHAT MUST BE SUBMITTED?** The following must be included in order to be considered a complete submittal:

- Completed minor subdivision application**, including a filing fee of \$250 + \$10 per lot (up to 3 lots)
- 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) that 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.
- Plat** in accordance with § 20-32(b) of the Land Development Regulations
  - Initially, the **plat shall be provided electronically** in PDF format
  - Following this initial review, provide **four (4) copies and digital PDF version of the final plat**

## WHO REVIEWS THE MINOR FINAL SUBDIVISION PLAT AND FOR WHAT WILL THEY BE LOOKING?

**Planning Division Staff:** When an application and plat is submitted, the city's planning staff will verify that all information is included on the application, filing fees are submitted and that the correct number of plats are provided for review. The staff will review the application to ensure compliance with the city's land development regulations.

**Zoning Division:** The zoning administrator and/or assistant zoning administrator review the plat to determine compliance with the zoning ordinance.

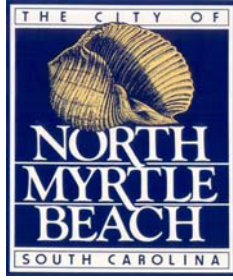
**Building Division:** The building official reviews the plat to ensure all floodplain information has been correctly identified on the plat.

**Fire Marshal:** Reviews proposed projects for hydrant locations, available water flow and adequate access to any structures for firefighting equipment.

**Public Works/City Engineer:** Reviews proposed plat for locations of roadway curb cuts on commercial property, utility easements and widths and whether public water, sewer disposal systems and storm drainage systems meet the requirements of the city's code.

**Parks & Recreation/Parks & Grounds Superintendent:** Reviews trees and parks within the public realm, most often found within street rights-of-way.

<b>SUBDIVISION NAME:</b>	
Fee Due for 3 Lots or Less	\$250 plus \$10 per lot



<b>FOR OFFICE USE ONLY</b>	
Subdivision Finance Acct Code	3.21
FEE PAID (Payable to the "CITY OF NORTH MYRTLE BEACH"):	
S File Number:	- -
Submittal Date:	

**CITY OF NORTH MYRTLE BEACH  
APPLICATION FOR MINOR PLAT AND  
EXEMPT PLAT REVIEW**

*Revision Date 11.13.17*

**GENERAL INFORMATION**

Date of Request:	(Please Print or Type)
Name on Plat:	<input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.
PIN:	TMS:
Project Contact:	
Email Address:	Telephone Number(s): (    )

**RECORDED COVENANT INFORMATION**

Are there restrictive covenants on this property that would prohibit or conflict with this plan?       Yes    No

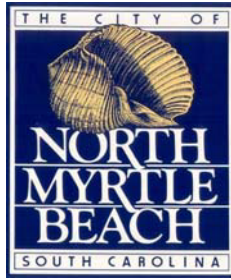
I, \_\_\_\_\_, hereby certify that the tract(s) or parcel(s) of land to which this approval request pertains is **not restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which approval is sought**, as provided in South Carolina Code of Laws (§ 6-29-1145).

\_\_\_\_\_

(Signature)

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.

Any questions or concerns, please contact Dawn E. Snider, 843.280.5583, [desnider@nmb.us](mailto:desnider@nmb.us)



**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