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

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:

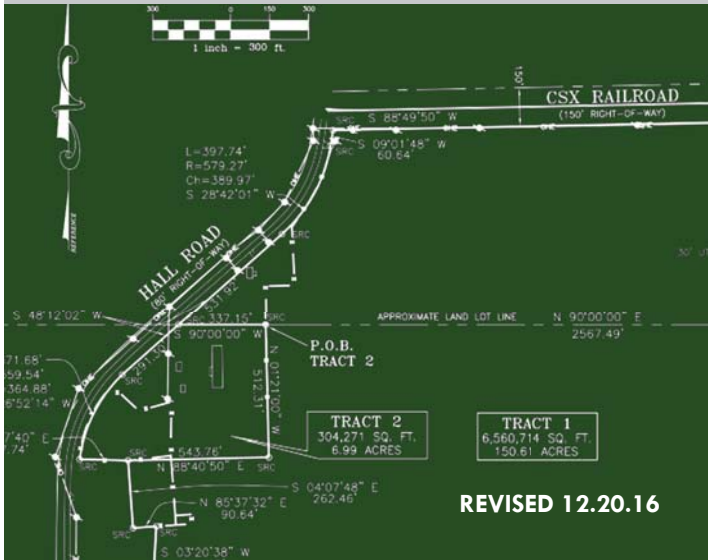
Dawn E. Snider
843.280.5583
desnider@nmb.us

THE CITY OF NORTH MYRTLE BEACH SOUTH CAROLINA

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

PLANNING & DEVELOPMENT DEPARTMENT POLICY STATEMENT

MINOR FINAL PLAT REVIEW PROCESS



REVISED 12.20.16

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 SUBDIVISON 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 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.

SUBDIVISION NAME:	
Fee Due for Prelim Plat	$250 plus $10 per lot up to 59 lots
Fee Due for Final Plat	$250 plus $10 per lot up to 18 lots

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

Revision Date 12.20.16

☐ **Preliminary Subdivision Plat**

☐ **Amended Preliminary Plat**

☐ **Final Plat of Record**

☐ **Amended Final Plat**

CITY OF NORTH MYRTLE BEACH

SUBDIVISION APPLICATION

Today's Date: (Please Print or Type)

APPLICANT INFORMATION

Applicant's Last Name:	First:	Middle:	☐ Mr. ☐ Miss ☐ Mrs. ☐ Ms.	☐ Property Owner ☐ Authorized Agent ☐ Contract Purchaser ☐ Other:_____	
Street Address:				Telephone Number(s): ( )	Facsimile: ( )
Post Office Box:	City:	State:	ZIP:	( )	( )
				E-mail Address:	

SUBJECT PROPERTY INFORMATION

Provide below the exact location and plat map reference for which you propose a subdivision of land.
PLEASE ATTACH A SURVEY PLAT DELINEATING THE SUBJECT PROPERTY

Total Area of Subject Property: ☐ Square Feet or ☐ Acres		DB/PG:	Parent Tract Tax Map Number(s)/ Pin Number(s):
Proposed Number of Lots:	Largest Lot:	Smallest Lot:	
Linear Feet of New Streets: ☐ NA	Open Space:	Residual Area:	
Proposed Street Name(s):			
If jurisdictional wetlands are present, please attach a letter from the US Army COE. ☐ NA			Current NMB Zoning Classification:
If trees greater than 16" caliper are present, please attach a tree survey. ☐ NA			(If applicable, per Sec. 23-68.)

SIGNATURE OF OWNER(S) OR AUTHORIZED AGENT(S)

Does the applicant own all of the property proposed for subdivision?	☐ Yes ☐ No	IF NO, SUBMIT THE FOLLOWING ITEMS:
A. Plat showing lot numbers of each parcel.	B. Written agreement of all property owners.	C. Mailing address of each property owner.

The undersigned hereby respectfully requests that the Planning Commission of the City of North Myrtle Beach review and approve the proposed subdivision plat, together with required certifications, submitted with this application form. Planning Commission action is not required for Minor final subdivision plats, Combination plats, or Boundary Adjustment plats. FOR ALL SUBDIVISIONS: State code (S.C. Code § 6-29-1145) requires local governments to inquire about restrictive covenants. Please pay close attention to the questions on the second page of this application.

Signature of Property Owner or Authorized Agent	*Date*
_____	_____
Co-signature (if applicable)	*Date*
_____	_____

Is the City a party to any **deed restrictions or easements** existing on the property (ies) proposed to be subdivided?
Yes_____ No_____ If yes, please explain:

_____

_____

Is the tract of land or parcel of land seeking subdivision restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the permitted use of the land? Yes_____ No_____ If yes, please explain:

_____

_____

Has the restrictive covenant been released for the tract or parcel of land by action of the appropriate authority or property holders or by court order? Yes_____ No_____ If yes, please explain:

_____

_____

Please note that the Planning & Development Department must not issue a permit unless said Department has received, "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" (as per § 6-29-1145(A)(3) of S.C. Code).

Please attach a copy of the appropriate authority, action of the property holders or court order which releases the restrictive covenants.

CITY OF NORTH MYRTLE BEACH

DEVELOPMENT APPROVAL APPLICATION (PERMIT): RECORDED COVENANT AFFIDAVIT

Revision Date 12.20.16

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
(Print Name)
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