

THE REVIEW PROCESS:

Pre-application conference (if requested)



Applicant submits application package and a digital PDF version of the subdivision plat, construction plans and tree survey (if applicable)



Planning staff adds proposal to the Technical Review Committee (TRC) agenda



Planning staff collects comments or approvals at TRC review meeting



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



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



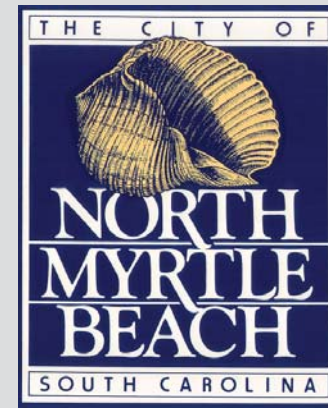
Once reviewed, proposal is placed on the next available Planning Commission agenda



If approved, Planning Commission actions sent to applicant



Preliminary plat approval is good for two (2) years



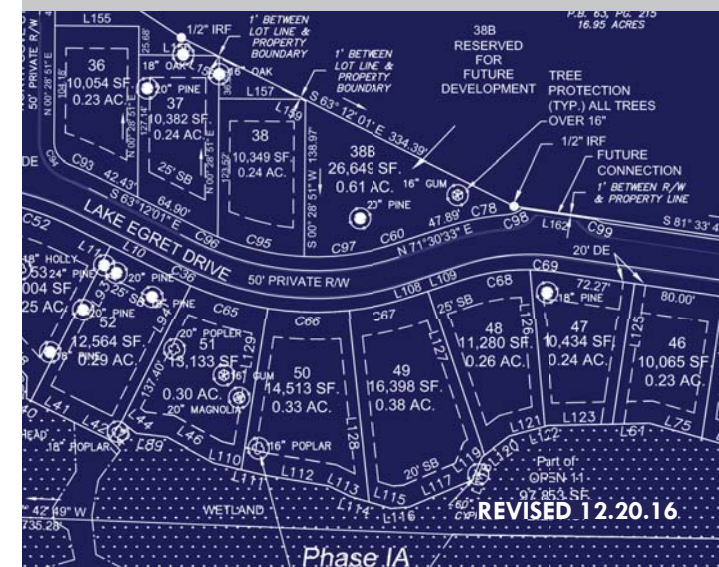
1018 Second Avenue South
North Myrtle Beach, SC 29582
(843) 280-5555

PLANNING & DEVELOPMENT
DEPARTMENT POLICY STATEMENT

PRELIMINARY SUBDIVISION PLAT REVIEW PROCESS

PRIMARY PLANNING STAFF CONTACT:

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lspritchard@nmb.us



WHAT IS A PRELIMINARY SUBDIVISION PLAT? A preliminary subdivision plat indicates the proposed manner or layout of future subdivision and is submitted to the Technical Review Committee and Planning Commission for review and consideration.

WHO PREPARES A PRELIMINARY 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 PRELIMINARY PLAT, AND WHAT MUST BE SUBMITTED? To initiate the preliminary subdivision review process, **you must submit all required information to the Planning & Development Department at least fifteen (15) business days prior to a regularly scheduled Planning Commission meeting.** A complete submittal includes the following information:

- Completed subdivision application**, including a filing fee of \$250 +\$10 per lot (fee is capped at 59 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). The 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.
- Letter from the U.S. Army Corps of Engineers**, if jurisdictional wetlands are present
- Tree survey showing trees greater than 16” caliper**, if applicable per § 23-68(2) of the city’s zoning ordinance
- Preliminary plat and construction plans** in accordance with § 20-31(b) of the city’s land development regulations and plan submission policy
 - Initially, the **plat and construction plans shall be provided electronically**, geo-referenced to the South Carolina NAD 83 State Plane coordinate system in PDF format
 - Following this initial review, provide **four (4) copies and digital PDF version** of the preliminary subdivision plat and construction plans

WHO REVIEWS THE PRELIMINARY PLAT AND FOR WHAT WILL THEY BE LOOKING?

Technical Review Committee (TRC): The TRC is composed of departmental representatives from Planning, Zoning, Building, Fire, Public Works and Parks & Recreation who meet regularly to discuss development proposals.

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.

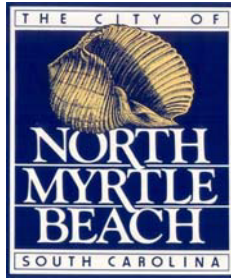
Public Works/City Engineer: Reviews proposed plat for locations of roadway curb cuts on commercial property, utility easements/widths and whether public water, sewer disposal systems and storm drainage systems meet the requirements of the city’s code.

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

Planning Commission: The Planning Commission (PC) is composed of seven (7) members who live in the City of North Myrtle Beach and are appointed by City Council for four (4) year terms, not to exceed eight (8) consecutive years. Planning Commission typically meets every other Tuesday at 9:15 a.m. (workshop) and 5:00 p.m. (meeting). Planning Commission determines approval of preliminary subdivision plats.

If revisions are required, plats and required documents need to be resubmitted to the Planning Department **at least ten (10) business days prior to a regularly scheduled Planning Commission meeting.** Incomplete submittals are not accepted for review.

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:	<input type="checkbox"/> Mr.	<input type="checkbox"/> Miss	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Authorized Agent
			<input type="checkbox"/> Mrs.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Contract Purchaser	<input type="checkbox"/> 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:	<input type="checkbox"/> Square Feet or <input type="checkbox"/> 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:	<input type="checkbox"/> NA Open Space:	Residual Area:	
Proposed Street Name(s):			
If jurisdictional wetlands are present, please attach a letter from the US Army COE. <input type="checkbox"/> NA			Current NMB Zoning Classification:
If trees greater than 16" caliper are present, please attach a tree survey. <input type="checkbox"/> 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?	<input type="checkbox"/> Yes <input type="checkbox"/> 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.

<i>Signature of Property Owner or Authorized Agent</i>	<i>Date</i>
<i>Co-signature (if applicable)</i>	<i>Date</i>

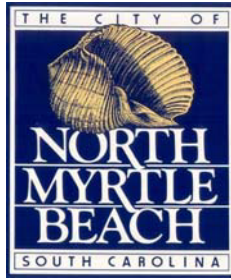
Is the City a party to any **deed restrictions or easements** existing on the property (ies) proposed to be subdivided?
 Yes____ No____ If yes, please explain:

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 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
(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.

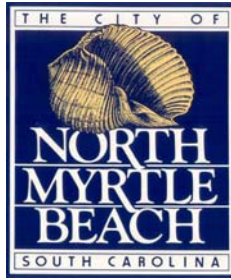
(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity:

- (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