

## MAJOR SUBDIVISION

Kershaw County  
Planning & Development Services



[www.kershaw.sc.gov](http://www.kershaw.sc.gov)

## MAJOR SUBDIVISION DEVELOPMENT

Major Subdivision - is any subdivision other than an exempt subdivision or one which does not qualify as a minor subdivision, a large acreage residential development, or a planned development district. In general, a major subdivision is the creation of ten (10) or more lots that is not developed on a private road.



# Major Subdivision Submittal Checklist: SKETCH PLAN

This checklist must be completed, signed, and submitted with application.

**Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

*Check all that apply. Leave item unchecked if not applicable*

## APPLICANT CHECKLIST

- One (1) original and one (1) copy of the Kershaw County Land Development Application (for Major Subdivision)
- Applicable Review Fees
- Ten (10) 24" x 36" copies of the sketch plan
- Traffic Management Plan, if triggered per ZLDR Section 5:2.8-1
- Restricted Covenants Form, signed and dated
- Copies of any and all paperwork regarding Special Exception, Variances, or Map Amendments must be included

**N/A** *(Provide short explanation for any items that are not applicable)*

## DESIGNER CHECKLIST

### GENERAL INFORMATION

- Title block with proposed name of subdivision
- Developer contact information
- North arrow, scale and date, including revision dates
- Tract boundaries and acreage
- Tax Map Survey Number(s)
- Vicinity map
- Date

### SITE INFORMATION

- Location of topographical lines, floodplain areas, wetlands, and storm drainage ditches
- Location names, and rights-of-way widths of existing or platted streets within and in the vicinity of tract
- Location and dimensions of all existing rights-of-way and easements either on or adjacent to the property to be subdivided
- Size and location of existing sewers, water mains, drains, culverts, or other underground facilities within the street or within the rights-of-way of streets or roads adjoining the tract
- Political lines (if applicable) and the position of the proposed development in relation to its surroundings indicating current land use and zoning of the subject site and adjacent property

### PLANNED IMPROVEMENTS

- Approximate location and layout of proposed streets, roads, and sidewalks
- Approximate locations, dimensions, and area of all proposed lots
- Layout of all existing lots, including building setback lines, scaled dimensions of lots, and lot numbers
- Total number of lots (existing and/or proposed)
- Location and size of all proposed utilities and storm drainage easements
- Layout of proposed easements, indicating width and use
- General representation of the extent of proposed grading throughout the site, indicating the change in natural site contours. (This does not require a staking plan)
- Location, dimensions, and acreage of all common open space property proposed to be set aside for the common use of property owners in the proposed subdivision

\* See Section 5:2.4-2 of the Zoning and Land Development Regulations for detailed Sketch Plan submittal requirements

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# DEVELOPMENT REVIEW COMMITTEE

## USE ONLY BELOW

**Project Name:** \_\_\_\_\_

- Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- Application is **NOT** complete and is **DENIED** for Plan Review for the following reasons:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**Designer Contacted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Major Subdivision Submittal Checklist: PRELIMINARY PLAT/CONSTRUCTION PLAN

This checklist must be completed, signed, and submitted with application.

**Project Name:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

*Check all that apply. Leave item unchecked if not applicable*

## APPLICANT CHECKLIST

- Kershaw County Land Development Application (for Major Subdivision)
- Applicable Review Fees
- Six (6) 24" x 36" copies of the preliminary plan
- Recorded Plat
- Recorded Deed
- Three (3) 24" x 36" copies of the construction plans and design calculations
- Certification of Ownership and Dedication (per ZLDR section 5:2.4-4)
- Sewer Easement Certification (per ZLDR section 5:2.4-4)
- DHEC NOI and DHEC IL-NOI
- Copies of all applicable Encroachment Permits and Approval Letters (i.e. utilities, roadways, railroad, etc.)

**N/A** *(Provide short explanation for any items that are not applicable)*

## DESIGNER CHECKLIST

### A) PRELIMINARY PLAT

#### GENERAL INFORMATION

- Title block with proposed land development name
- Developer/applicant and/or owner/applicant contact information
- Contact information for professional person(s) responsible for design
- North arrow, scale and date, including revision dates
- Tract boundaries and acreage
- Phase boundaries and acreage
- Tax Map Survey Number(s)
- Vicinity map
- Date

#### SITE INFORMATION

- Location of topographical lines, at 2' to 5' intervals (survey verified) extending at least 100' outside the subdivision, wetlands, floodplain areas, and storm drainage ditches
- Current zoning and land use of subject site
- Location, names, and rights-of-way widths of existing or platted streets within and in the vicinity of tract
- Location and dimensions of all existing rights-of-way and easements either on or adjacent to the property to be subdivided
- Size and location of existing sewers, water mains, drains, culverts, or other underground facilities within the street or within the rights-of-way of streets or roads adjoining the tract
- Political lines (if applicable) and identification of all surrounding land use and zoning
- Elevations where public water and/or public sewers are to be installed

#### PLANNED IMPROVEMENTS

- Layout of streets, roads, sidewalks, alleys, paths and/or greenways
- Layout of all blocks and lots, including building setback lines, scaled dimensions of lots, consecutive lot and block number, and total number of lots

<input type="checkbox"/> Layout of all existing easements and rights-of-ways, indicating width and use <input type="checkbox"/> Total number of lots (existing and/or proposed) <input type="checkbox"/> Layout of proposed easements, indicating width and use <input type="checkbox"/> Location, dimensions, and acreage of all common open space property proposed to be set aside for the common use of property owners in the proposed subdivision <input type="checkbox"/> Indication of the use of all lots
<b>B) CONSTRUCTION PLANS</b>
<input type="checkbox"/> Staking plan <input type="checkbox"/> Phased Clearing Plan (per ZLDR section 5:3.5) <input type="checkbox"/> Profiles showing existing and proposed elevations along the center lines of all new roads <input type="checkbox"/> Plans and profiles showing the locations and typical cross section of street pavements including curbs and gutters, sidewalks, storm drainage easements, rights-of-ways, manholes, catch basins, and other storm drainage structures <input type="checkbox"/> Location of street trees, street lighting and street signs <input type="checkbox"/> Location, size, invert elevations and easements for sanitary sewers, potable water lines, gas lines, underground cable and electric lines, fire hydrants, and other utilities and structures <input type="checkbox"/> Copies of all applicable encroachment permits <input type="checkbox"/> Location, size, elevation, easements, and other appropriate description of any existing facilities or utilities <input type="checkbox"/> Erosion prevention, sediment control and stormwater drainage plans <input type="checkbox"/> Topography at a contour interval of 2' <input type="checkbox"/> A construction sequence <input type="checkbox"/> All details, notes, and references required by the construction standards and specifications of Kershaw County, any other local government or organization providing any utility, and the SCDHEC <input type="checkbox"/> Title, name, address, telephone and signature of the SC Registered Engineer and Surveyor responsible for the plans with plan preparation date, including revision dates <input type="checkbox"/> Certification of Ownership and Dedication (per ZLDR section 5:2.4-4) <input type="checkbox"/> Sewer Easement Certification (per ZLDR section 5:2.4-4)
<input type="checkbox"/> KERSHAW COUNTY STORMWATER MANAGEMENT AND SEDIMENT AND EROSION CONTROL PLAN REVIEW CHECKLIST FOR DESIGN PROFESSIONALS (COMPLETED AND SIGNED)
<input type="checkbox"/> COMPREHENSIVE STORMWATER POLLUTION PREVENTION PLAN AND MANUAL
<input type="checkbox"/> KERSHAW COUNTY PERMANENT STORMWATER SYSTEM MAINTENANCE AND RESPONSIBILITY AGREEMENT
<b>N/A</b> (Provide short explanation for any items that are not applicable)

*\* See Section 5:2.4-3 and 5:2.4-4 of the Zoning and Land Development Regulations for detailed Preliminary Plat and Construction Plan submittal requirements.*

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# DEVELOPMENT REVIEW COMMITTEE

## USE ONLY BELOW

**Project Name:** \_\_\_\_\_

- Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- Application is **NOT** complete and is **DENIED** for Plan Review for the following reasons:
1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

**Designer Contacted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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# Major Subdivision Submittal Checklist: FINAL PLAT

This checklist must be completed, signed, and submitted with application.

Project Name: \_\_\_\_\_

Applicant: \_\_\_\_\_

*Check all that apply. Leave item unchecked if not applicable*

## APPLICANT CHECKLIST

- Kershaw County Land Development Application (for Major Subdivision)
- Applicable Review Fees
- Six (6) 24" x 36" copies of the final plat
- Surveyor Certification (per ZLDR section 5:2.4-6)
- Certification of Approval for Recording (per ZLDR section 5:2.4-6)
- Certificate of Ownership and Dedication (per ZLDR section 5:2.4-6)
- Certification for Private Roads and Facilities (per ZLDR section 5:2.4-6)
- Sewer Easement Certification (per ZLDR section 5:2.4-6)
- Performance Financial Guarantee (per ZLDR section 5:2.4-7)
- Digital copy of final plat in .dwg or .dxf format
- Six (6) copies of the Stormwater As-Built Drawings and As-Built Certification Statement
- Six (6) copies of the Stormwater Pond Certification
- Copy of DHEC NOT

N/A *(Provide short explanation for any items that are not applicable)*

## DESIGNER CHECKLIST

### A) FINAL PLAT

#### GENERAL INFORMATION

- Title "FINAL PLAT FOR: \_\_\_\_\_ (name of land development)."
- Developer/applicant and/or owner/applicant contact information
- Contact information for professional person(s) responsible for design
- North arrow, scale and date, including revision dates
- Tract boundaries and acreage
- Tax Map Survey Number(s)
- Vicinity map
- Date

#### SITE INFORMATION

- Location, names, and rights-of-way widths of existing or platted streets within and in the vicinity of tract
- Location and dimensions of all existing rights-of-way and easements either on or adjacent to the property to be subdivided
- Size and location of sewers, water mains, drains, culverts, or other underground facilities within the street or within the street or within the rights-of-way of streets or roads adjoining the tract
- Layout of other easements, indicating width and use
- Layout of all blocks and lots, including building setback lines; scaled dimensions of lots, consecutive lot and block numbers, and total number of lots
- Location, dimensions, and acreage of all common open space property
- Indication of the use of all lots

\* See Section 5:2.4-6 of the Zoning and Land Development Regulations for detailed Final Plat submittal requirements

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# DEVELOPMENT REVIEW COMMITTEE USE ONLY BELOW

**Project Name:** \_\_\_\_\_

- Application is **COMPLETE** and is **ACCEPTED** for Plan Review
- Application is **NOT** complete and is **DENIED** for Plan Review for the following reasons:
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**Designer Contacted By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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