

DARLINGTON COUNTY PLANNING COMMISSION

1 PUBLIC SQUARE, ROOM 405 \* DARLINGTON, SOUTH CAROLINA 29532 \* 843-398-4610  
 Fax: 843-398-4649



**SMALL PRIVATE SUBDIVISION APPROVAL PROCESS CHECKLIST**

SUBDIVISION NAME: \_\_\_\_\_

DEVELOPER: \_\_\_\_\_ Phone: \_\_\_\_\_

TAX MAP#: \_\_\_\_\_ Fax: \_\_\_\_\_

<u>DATE</u>	<u>INITIAL</u>	
_____	_____	<b>Step 1a. Verify property Ownership of entire tract to be divided</b>
_____	_____	Step 1. Determine which type of Private Subdivision 1- 4 Lots _____ (20' Road minimum) 5- 10 Lots _____ (66' Road minimum)
_____	_____	Step 2. Complete Preliminary Layout. Submit to Planning and E-911 Addressing along with <b>Preliminary Application.</b>
_____	_____	Step 3. Developer and E-911 Addressing assign appropriate <b>Road name(s) (no proper names)</b> and <b>Subdivision name.</b>
_____	_____	Step 4. Planning Staff reviews Plans including Flood Hazard Area
_____	_____	Step 5. Planning Staff discusses Plans with Developer. Provides developer with information for establishment of Homeowner's Association and requirements for deeds & plat.
_____	_____	Step 6. Submit to Planning Commission for Preliminary Approval
_____	_____	Step 7. Preliminary Approval granted by Planning Commission
_____	_____	Step 8. SCDOT (or County) Encroachment Permit received.
_____	_____	Step 9. <b>DHEC Stormwater (NPDES) Permit (≥1AC) or Letter (&lt; 1 AC).</b> If permit, Developer submits DHEC approved plans/calculations
_____	_____	Step10. DHEC Subdivision Application submitted. DHEC letter of "Lot by Lot" approval received.
_____	_____	Step11. Copy of Homeowner's Association Agreement received
_____	_____	Step12. Recordable survey plat received & reviewed
_____	_____	Step13. Submit plat (3 copies) to Planning Commission for Final Approval along with Final Application.
_____	_____	Step14. Developer prepares Deed for road to Homeowner's Association.
_____	_____	Step15. Final Approval granted by Planning Commission
_____	_____	Step16. Development Permit Issued to Developer
_____	_____	Step17. Road is constructed.
_____	_____	Step18. Road is mapped and processed by Planning Staff
_____	_____	Step19. Planning Staff stamps Final Plat for recording & forwards to Tax Assessor and E-911 Addressing offices. This plat should have " <b>PRIVATE SUBDIVISION</b> " stamped on all copies.
_____	_____	Step20. Developer has Plat & Deed recorded in Clerk of Court's Office Plat Book# _____ Page# _____, HOA DB# _____ Page# _____ Road Deed Book# _____ Page# _____
_____	_____	Step21. E-911 Addressing given okay to release addresses within S/D. (Give copy of Plat, DHEC letter, driveway approval)
_____	_____	Step22. Planning staff receives copy of recorded Deed and Homeowner's Association Agreement.
_____	_____	Step23. Copy of recorded deed given to Right-of-Way agent.