



**DARLINGTON COUNTY PLANNING COMMISSION**

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

**PUBLIC SUBDIVISION APPROVAL PROCESS CHECKLIST**

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

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

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

- | <u>DATE</u> | <u>INITIAL</u> |  |
|-------------|----------------|--|
| _____       | _____          | <b>Step 1a. Verify property Ownership</b> of entire tract to be divided  |
| _____       | _____          | Step 1. Complete <b>Preliminary Application</b>  |
| _____       | _____          | Step 2. <b>Preliminary Layout</b> (includes, drainage, location & dimension of development, ROW's, easements, etc.)<br>Refer to Section 7.5.2 in Ordinance #130. Submitted To Planning and E-911 Addressing offices.                             |
| _____       | _____          | Step 3. Planning Staff reviews Preliminary Layout Plans  |
| _____       | _____          | Step 4. Planning Staff discusses Plans with Developer  |
| _____       | _____          | Step 5. Developer and E-911 Addressing approves <b>road name(s)</b> ( <u>no proper names</u> ) & <b>subdivision name</b> .   |
| _____       | _____          | Step 6. Check property for <b>Flood Hazard Zone</b> .  |
| _____       | _____          | Step 7. DHEC letter of " <b>General Site Suitability</b> " received  |
| _____       | _____          | Step 8. Submit to Planning commission for Preliminary Approval. Obtain Restricted Access Approval (if applicable).   |
| _____       | _____          | Step 9. <b>Preliminary Approval</b> granted  |
| _____       | _____          | Step 10. Complete <b>Final Development Permit Application</b>  |
| _____       | _____          | Step 11. <b>Final Layout &amp; Construction Plans</b> (includes survey of property, name and address of developer, Tax Map #, Numbers of lots, total number of acres, etc.) Refer to Section 7.6.3 Ordinance #130. Submit (3 copies) to Planning |
| _____       | _____          | Step 12. Planning Staff/Engineer reviews Final Layout Plans  |
| _____       | _____          | Step 13. Planning Staff discusses Final Plans with Developer/Engineer  |
| _____       | _____          | Step 14. <b>Fire Chief</b> Review  |
| _____       | _____          | Step 15. <b>DHEC Stormwater (NPDES) Permit</b> ( $\geq 1$ AC) or Letter (< 1 AC).  |
| _____       | _____          | Step 16. DHEC subdivision application<br><b>DHEC letter of "Lot by Lot"</b> approval received  |
| _____       | _____          | Step 17. <b>Encroachment Permit(s)</b> from SCDOT or County  |
| _____       | _____          | Step 18. Submit Final Plat   |
| _____       | _____          | Step 19. Submit to Planning Commission for Final Approval  |
| _____       | _____          | Step 20. <b>Final Approval</b> Granted   |
| _____       | _____          | Step 21. <b>Development Permit</b> Issued to Developer   |

List Conditions of Approval (if applicable):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- \_\_\_\_\_ Step 22. Construction Phase Begins (See Checklist)  
\_\_\_\_\_ Step 23. Development Permit Renewed (if applicable).