

APPENDIX A

SUBDIVISION CHECKLISTS FOR SUMMARY PLATS, DEVELOPMENT PLATS AND FINAL PLAT

Summary Plat Checklist For Small Private Developments

Date _____

Name on Plat: _____ ACRES _____

Tax Map, Block, and Parcel Number: _____

Name of Contact Person: _____

Telephone Number: _____ Location _____

- _____ 1. All roads shall be privately maintained.
- _____ 2. Is this proposed lot in a zoned area? Does it meet minimum requirements?
- _____ 3. Each lot is to contain one (1) single family residence.
- _____ 4. All roadways shall be the property of the Homeowners Association or sole responsibility of the affected property owners held in common and assessment made for the perpetual maintenance of the roadways and improvements.
- _____ 5. All roadways shall originate at a public road at one end only, to eliminate through traffic
- _____ 6. An access easement fronting a County Maintained Road shall be fifty (50) wide.
- _____ 7. The access easement fronting a State Maintained Road will comply with DOT Standards.
- _____ 8. Sign: the owner shall conspicuously place on the driveway near the entrance, a sign stating: "Private Road not County Maintained"

Small private developments shall abut County and State Roads and the plat shall contain the following statement:

"The road or driveway providing access to the lots in the development is private and not maintained by Florence County. Property owner must maintain access suitable for emergency vehicles".

- _____ 9. The road must be 18 feet wide and have a three (3) inch slag or stone base. This provision is waived for family developments.
- _____ 10. Recordable plats shall be required showing the development lot layout, tax parcel being derived form, wetlands, and/or natural drainage ways.

- ___ 11. If two (2) disturbed acres or more total, including lots and roadways, are involved in development, storm water permits shall be required from DHEC.

- ___ 12. Setbacks: Lot road frontage lengths are to be a minimum of fifty (50) feet. Setbacks for lots shall be a minimum of twenty (20) feet measured from the frontline. Setbacks for both side lot lines shall be a minimum of ten (10) feet as well as minimum of Fifteen (15) feet for the back lot line.

- ___ 13. Check distance from proposed access to county and state maintained road intersections.

- ___ 14. Septic tank approval by DHEC or proof of public sewer accessibility.

- ___ 15. Verify the north arrow, scale accuracy and county boundary.

- ___ 16. Check for existing address and structures on orthophoto.

- ___ 17. Check for FEMA certification.

- ___ 18. Check for surveyor's raised seal and signature.

- ___ 19. Stamp summary plat and make copies of pertinent paperwork.

- ___ 20. Complete Summary Chart and file in the folder.

All plats are subject to the Land Subdivision Regulations Ordinance.

Conference, Telephone or other:

SKETCH PLAN CHECKLIST

Name of proposed subdivision:

Name of Contact/ Company:

Water: City Well Sewer: City DHEC Storm Drainage: City County

Current Tax Map Block & Parcel # Zoned:

Property Owner's Name (as listed on tax records):

Total Number of Proposed Lots:

Total Amount of Review Fee \$ Date Paid: _____
(This fee is due at time of submittal of plan)

Contents of Plat Y-Yes N-No N/A- Not Applicable

The sketch plan shall be drawn at a scale not smaller than one hundred (100) feet to one (1) inch. On large subdivisions, match sheets shall be used or sheets no larger than 24" x 36".

The sketch plan shall show:

- ____ Numbers of Copies two (2)
- ____ Is scale 1: 100 or greater?
- ____ Is there a location map and north arrow?
- ____ Total acreage of the tract to be subdivided;
- ____ Proposed street and lot arrangements;
- ____ Approximate right-of-way;
- ____ Typical lot area and approximate number of lots;

DEVELOPMENT PLAN CHECKLIST

Name of Contact/ Company

Current Tax Map Block & Parcel # : _____

Zoned: _____

Name of proposed Subdivision

Property Owner's Name (as listed on tax records) _____

Total Number of Proposed Lots

Type Water: _____ Type Sewer: _____ Storm Drainage:

Total Amount of Review Fee _____ Date Paid

CONTENTS OF PLAT **Y – YES** **N – NO** **N/A -- NOT APPLICABLE**

_____ Numbers of Copies (minimum of 3)

_____ Is scale 1: 100 or greater?

_____ Is there a location map and north arrow?

_____ Does the plans show all existing land traits (lakes, swamps, flood lines, etc.)? Note if not applicable

_____ Does the plans show all adjoining property, owners, and usage?

_____ Does the plans show total acreage to be subdivided?

_____ Does the plans show the setbacks for each lot?

_____ Does the plans show the dimensions for the build able area for each lot?

_____ Does the lots meet minimum requirement for Zoning District?

- _____ Does the plans show all proposed/ existing streets?
- _____ Are proposed new street names noted?
- _____ Advisement to developers of street signs (Height Requirement and Sign Replacement by County)?
- _____ Are the lengths and radius of the cul-de-sacs in compliance?
- _____ Utilities' location are indicated, including easements/ right-of- way?
- _____ Is topography at 5-ft intervals and elevations listed?
- _____ Is the size and location of existing sanitary and storm sewers, etc. showing?
- _____ Does the drainage area, if any, reflect acreage?
- _____ Are city limits, if applicable, reflected?
- _____ Is zoning, where pertinent, shown? When in a zoned area, verify lot sizes.
- _____ Are either construction plans or executed agreement for sewer services included?
- _____ Does the plan reflect compliance with the Florence County Code, Appendix D concerning Flood Damage Prevention?
- _____ SCDOT Curb Cut Approval?
- _____ DHEC Permits on Water, Wastewater, and Storm Drainage?
- _____ Copy of Development Plat & Developer & Subdivision Engineer Name/Address to County Water Department.
- _____ Written Verification from County Water Department that Developer has been advised of Impact Fees.
- _____ Submittal of an 8 1/2 x 14 copy of the plat for E-911 addressing.

FINAL PLAT CHECKLIST

Name of Proposed Subdivision_____

Date of Development Plat Approval_____

Name of Contact/Company_____

Current Tax Map, Block & Parcel #_____ Zoned:_____

Property Owner's Name (as listed on tax records):_____

Total Number of Proposed Lots_____

Type Water:_____ Type Sewer:_____ Storm Drainage:_____

Contents of Plat **Y – Yes** **N – No** **N/A – Not Applicable**

_____ Number of Copies (Minimum of 5)

_____ Is scale 1: 100 or greater?

_____ Is there a location map and north arrow?

_____ Are close out documents complete?

_____ Are escrow funds involved?

_____ Have escrow funds been received and agreement signed?

_____ Is zoning district shown?

_____ Are setbacks shown according to development plat?

_____ Verify no revisions on final plat from development plat stage.

_____ Verify that County Water has all required documents/plans.

_____ Book and Page # Subdivision recorded in from Developer.

_____ Parcel #'s for E-911 Addressing from Developer.

_____ 8 ½ x 14 copy of plat for E-911 Addressing received and addresses are assigned.

_____ Approved Plat Stamped by Planning & forwarded to Subdivision Engineer, City/County Water, City/County Engineering.

APPENDIX B

REQUIRED FINAL PLAT CERTIFICATIONS

**CERTIFICATE OF OWNERSHIP, DEDICATION, AND TAXES PAID
(Must Accompany the Final Plat)**

I hereby certify that I am the owner of the property shown and described hereon as _____ Subdivision, and that I hereby adopt this plan of subdivision with my free consent, establish minimum building setback lines, and dedicate all streets, public and private use as noted. I also certify that all current state, county and city taxes or other assessments relative to this property have been paid.

Date

Owner

Date

Owner

STATE OF SOUTH CAROLINA)
)
COUNTY OF FLORENCE)

MEMORANDUM OF AGREEMENT AND ACCEPTANCE

GRANTOR

GRANTEE

WHEREAS, _____ desire to dedicate certain roads herein below described to the County of Florence; and

WHEREAS, the County of Florence is willing to accept the grant of those roads as set out herein; now therefore,

KNOW ALL MEN BY THESE PRESENTS, that _____ in the State aforesaid, for and in consideration of the mutual covenants herein described, do hereby agree to the following:

This is to certify that Florence County has accepted in part the roads, streets, and drainage system in _____ as shown and indicated on the Plat of

_____ recorded in the Office of the Clerk of Court for Florence County in Plat Book _____ at page(s) _____, and as provided for in the deed and/or Right-of-Way Agreement, a copy of which is attached hereto. More specifically those streets accepted are as follows:

_____.

CERTIFICATE OF ACCURACY OF LAND SURVEY

(Must Accompany the Final Plat)

I hereby certify that the plan shown and described hereon for _____ subdivision/property/plat represents a true and correct survey, that the monuments and markers shown have been placed in accordance with specifications set forth in the Florence County Land Development Regulations, and that the survey was made in accordance with the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina and meets or exceeds the requirements for a Class A Survey.

Date

Surveyor

Date

Owner

Surveyor's Signature and Number

STATE OF SOUTH CAROLINA)
)
COUNTY OF FLORENCE)

CONVEYANCE

WHEREAS, pursuant to the provisions of and subject to the terms of a County Ordinance adopted November 9, 1976, entitled "Land Subdivision Ordinance for the Florence County Planning Commission", _____ does hereby wish to convey unto the County of Florence the following:

NOW, THEREFORE, Know All Men by These Presents, that for and in consideration of the sum of _____ dollars paid by the County of Florence, in the State of South Carolina, to _____, Grantor, the Grantor has and by these presents does hereby release, set over and convey unto the County of Florence, its successors and assigns forever:

All of its right, title, and interest in and to: (the easements, all streets, water system improvements, sewer system improvements, storm drainage improvements, and traffic control devices) in the subdivision known as _____, dated _____, which is attached hereto and made a part and parcel hereof.

DATED this _____ day of _____, 20____, by the

Signed, Sealed and Delivered in the presence of:

WITNESSETH:

GRANTOR

WITNESS

COUNTY OF FLORENCE
CONTRACT
GUARANTEE OF REPAVING

The undersigned Developer, _____, hereby agrees to repave any street which fails to withstand the traffic of heavy construction vehicles during the construction of houses within the _____ Subdivision/Property, in the event that it is necessary for the Developer to pave the subdivision streets prior to construction of sixty-six percent (66%) of the houses.

It is agreed that this Contract shall automatically be fulfilled and terminated when ninety percent (90%) of all houses are built and lots sold, or after four (4) years of the date of Final Plat Approval unless the County Engineer determines that the street pavement has failed, in which event the Developer shall be officially notified.

DATED THIS ____ day of _____, 20 ____.

Developer

Subdivision Engineer

County Subdivision Inspector

CERTIFICATE OF NON-REVISION VERIFICATION

I hereby certify that the plan shown and described hereon for

Subdivision/property/plat represents no revisions from development plat to final plat stage and that the final plat is submitted in accordance with the specifications set forth in the Florence County Land Development Regulations.

Date

Subdivision Surveyor

Date

Owner

APPENDIX C
SUBDIVISION SIGNAGE

**INSPECTIONS ARE REQUIRED
FOR STREETS THAT WILL BE OWNED
BY FLORENCE COUNTY**

SUBDIVISION SIGNAGE:

All required signage will be installed by developer before County acceptance of streets.

1. Approved Florence County E-911 street signage. Includes signs and hardware.
2. Stop signs-minimum: 30" High Intensity Grade

SIGN SPECIFICATIONS

DIMENSIONS:

A. Width- Nine (9) inches

B. Length-

18"-----)

20"-----)

24"-----) Installed on single post

30"-----)

36"-----)

C. Thickness: .080 gauge

i Material: Anodized Aluminum

ii Color of Background: Green, 3M street sign reflective, high intensity grade, ten (10) or more years of useful life.

iii Signs are to be two (2) sided.

LETTERING SPECIFICATIONS

1. DIMENSIONS & STYLE:
 - A. “Road Names” – Six (6) inches, standard alphabet “C” Series – upper case letters
 - B. “Prefixes & Suffixes” – three (3) inches, standard alphabet “C” Series – upper case letters
 - C. “Block Numbers” – three (3) inches, standard alphabet “C” Series – upper case letters
 - D. “Border” – 0.75 inch border around sign blank – Color White-Silver
2. Materials – 3M reflective, high intensity grade, ten (10) or more useful life.
3. Color of lettering: White-Silver

POST SPECIFICATIONS

1. Dimensions

A. Length

1. E-911 Street Signage — Ten (10) feet or longer if required to stabilize sign. Bottom of sign 8' from ground
2. Stop Sign — Twelve (12) feet or longer if required to stabilize sign. Bottom of stop sign 7' from ground

B. Flange/width — three and one-half (3 ½) inches

C. Thickness/weight — two (2) pounds per foot

2. Style/Shape – “U” channel, hot rolled steel conforming to physical properties of ASTM A 499, Grade 60 and to physical properties of ASTM A 1 for 91 pounds steel and larger.
3. Finish – Hot dipped galvanized after fabrication in accordance with ASTM A123

CAP & SPACER SPECIFICATION

1. Materials – die cast, high-strength aluminum alloy
2. Hardware
 - A. Brackets: NU180-Supr-lok (391UX) and vandal-pruf “2” pin head Bolt with 5/32” center pin (#BH 76)
 - B. Spacer: UPA12 – Supr-lok (#9-90) cross with vanal-pruf set Screw with 5/32” center pin (#PRP38)