



REQUEST FOR SUBDIVISION OF PROPERTY APPLICATION FINAL REVIEW - MINOR/MAJOR SUBDIVISION

TYPE OR PRINT all answers on this application.

Attach any additional information requested to complete this application.

MINOR SUBDIVISION:

A MINOR SUBDIVISION is any subdivision of property that creates a total of three lots or less (including the original lot) and does NOT include any new streets, right(s)-of-way, easement(s), common area(s), public open spaces(s) or infrasturcutre. The following items are required to process a request for MINOR SUBDIVISION:

- _____ **The application fee of fifty (\$50.00) dollars.** This fee is non-refundable. (Cash or check payable to “City of Myrtle Beach”.)
- _____ A completed Request for Subdivision of Property application, signed by the property owner(s).
- _____ If property owner(s) are not representing themselves, written authorization for an agent to act on behalf of the property owner must be submitted.
- _____ Nine (9) full-size and one (1) 11”X17” sets of proposed subdivision plats showing the boundary of the existing tract(s) (land being subdivided) and new lots lines, easements and/or street rights-of-way (Surveyor will provide). All plats must be created in accordance with the requirements of the City’s Subdivision Ordinance (Chapter 20, The Code of Ordinances – City of Myrtle Beach). In addition, State Plane Coordinates must be shown for all property corners. If buildings are shown on the plat, coordinates should also be given on all building corners.
- _____ Digital versions of all submittal attachments, including the proposed subdivision plat. Digital submittals must in .jpeg or .pdf format. The digital version requirement may be waived – if appropriate – by Planning staff.
- _____ A written legal description (metes and bounds) of the property (this may be included on the plat).
- _____ Copy of deed(s) proving ownership of property.

MAJOR SUBDIVISION (Application Fee As Described Below):

If the proposed subdivision meets any of the following criteria, it is a MAJOR SUBDIVISION and must be approved by the Planning Commission:

- The subdivision of all or portions of a previously platted lot where the total number of lots is increased by more than three (3) lots.
- The subdivision includes a new street(s), right(s)-of-way, easement(s), common area(s), public open space(s), or infrastructure

The following items are required to process a request for MAJOR SUBDIVISION:

- _____ **The application fee of one hundred (\$100.00) dollars, plus twenty-five (\$25) dollars per lot.**
This fee is non- refundable. (Cash or check payable to “City of Myrtle Beach”.)
- _____ **All items required to process a minor subdivision (see page 1).**
- _____ If the subdivision includes any new street(s), right(s)-of-way, easement(s), common area(s) or infrastructure: two (2) full-size copies of an existing tree/plant material survey of the site superimposed on the subdivision plat indicating all protected and landmark trees to be removed and to be saved.

- _____ If the subdivision includes any new street(s), right(s)-of-way, easement(s), common area(s) or infrastructure: the subdivision plat shall include all wetland boundaries.
- _____ If the subdivision includes any new public street(s), right(s)-of-way, easement(s), common area(s) or infrastructure: a letter of credit/financial guarantee, unless work is to be completed before final plats are submitted for signature.
- _____ If the subdivision includes any new private street(s), right(s)-of-way, easement(s), common area(s) or infrastructure: Property Owner’s Association documentation.
- _____ If the subdivision includes any new street(s) or right(s)-of-way: the subdivision plat shall include all proposed street names. Street names must be approved by separate action of the Planning Commission following a Public Hearing.
- _____ If the subdivision includes any new street(s) or right(s)-of-way: two (2) full-size copies of a fire hydrant plan depicting minimum road widths of 26’ at each hydrant location. If no fire hydrants are planned, a letter to that affect.

Final plats need to include the appropriate certifications from Chapter 20 Subdivision Regulations of the Code of Ordinances – City of Myrtle Beach and must be signed by the owner or authorized agent before final approval.

FOR ALL SUBDIVISIONS: A new state code (6-29-1145) requires local governments to inquire about restrictive covenants. Please pay close attention to the question on the application.

The Planning Commission considers requests for subdivision at their regularly scheduled meeting (generally the third Tuesday of each month). To be placed on the Planning Commission’s agenda, the completed subdivision application and all additional requested materials must be submitted to the City of Myrtle Beach Planning Department (located on the first floor of City Hall) by 5:00 p.m. on the date of the deadline (a deadline schedule may be obtained by the Planning Department). **This application in no manner implies approval or acceptance of the proposed subdivision request by the City of Myrtle Beach nor does the City waive its right and privilege to deny such application.**

If there are any questions regarding subdivision policies and procedures, or if you need assistance in completing the application please contact the:

**CITY OF MYRTLE BEACH PLANNING DEPARTMENT
CITY HALL
937 BROADWAY
P.O. BOX 2468
MYRTLE BEACH, SC 29578
PHONE – 843-918-1050 / FAX – 843-918-1083
WEBSITE – www.cityofmyrtlebeach.com**

**REQUEST FOR SUBDIVISION OF PROPERTY APPLICATION
PRINT OR TYPE ALL ANSWERS**

SUBDIVISION TYPE AND DESCRIPTION

File number _____ (To be completed by Planning Department)

Primary Contact: Name _____ Phone _____
Email _____

Proposed subdivision name: _____

Current zoning of property (May obtain from Planning Department's Zoning Map) _____

Specific physical location of proposed subdivision: _____

Total size of land to be subdivided: _____ Acre(s)

Horry County Tax Map Number _____ - _____ - _____ (May obtain from Horry County Tax Assessor's Office 1201 21st Avenue North in Myrtle Beach or via www.horrycounty.org)

Proposed number of lots _____ Square footage of largest lot _____ Square footage of smallest lot _____

Total land area in private lots: _____ Total land within common areas: _____

Number of new streets proposed in subdivision: _____ Street Type: Public _____ Private (TNMUC only) _____

Total length of new streets: _____ feet

Proposed new street names (street names currently in use shall not be duplicated. Contact the Planning Department to confirm names already in use.): _____

Acres of wetlands: Existing _____ Proposed: _____ Wetlands verification: _____ (From U.S. Army Corp. of Engineers, P.O. Box 919 Charleston, SC 29402 - (803) 727-4330 - attach verification letter).

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 attract 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: _____

Reason for subdivision request: _____

Intended use of the property after the subdivision approval is granted: _____

APPLICANT INFORMATION (if more than 3 property owners, copy this page for additional listings and signatures.)

Property Owner #1: _____

Mailing address: _____

Day phone: _____ Fax: _____

Authorized agent #1 (if applicable): _____

Mailing address: _____

Day phone: _____ Fax: _____

Property owner #2: _____

Mailing address: _____

Day phone: _____ Fax: _____

Authorized agent #2 (if applicable): _____

Mailing address: _____

Day phone: _____ Fax: _____

Property owner #3: _____

Mailing Address: _____

Day phone: _____ Fax: _____

Authorized agent #3 (if applicable): _____

Mailing address: _____

Day phone: _____ Fax: _____

SIGNATURE AND CERTIFICATION

The undersigned hereby respectfully request(s) the above-mentioned tract(s) of land be subdivided and have read and examined this application, and certify that all of the above statements are true and correct to the best of my knowledge and belief. All the provisions of laws and ordinances governing the request shall be complied with. The granting of a permit for construction does not presume to give authority to violate or cancel the provisions of any state or local law regulating the subdivision of land in South Carolina. Signature(s) of all property owner(s) or authorized agent(s) must be obtained before application can be accepted for processing.

Signature of property owner #1: _____ Date: _____

Signature of authorized agent #1: _____ Date: _____

Signature of property owner #2: _____ Date: _____

Signature of authorized agent #2: _____ Date: _____

Signature of property owner #3: _____ Date: _____

Signature of authorized agent #3: _____ Date: _____