



# PLAT SUBMITTAL CHECKLIST



Plat submittals are encouraged to be made in a digital format via the instructions/process described on the [Development Review Services Webpage](#). This Checklist serves as a reference tool for navigating the site planning requirements established in the [Berkeley County Zoning and Development Standards Ordinance as well as Chapter 59, the Land Development and Subdivision Regulations of Berkeley County](#).

### Plat Type:

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> <b>Boundary</b> | <input type="checkbox"/> <b>Easement</b> | <input type="checkbox"/> <b>Lot Combo/Adjustment</b> | <input type="checkbox"/> <b>Land Subdivision</b> |
| <b>REFER TO SECTION TO A</b>             | <b>REFER TO RESCTION A &amp; C</b>       | <b>REFER TO SECTIONS A THROUGH E</b>                 |  |

| COMPLIANT |    |     | A. SURVEY REQUIREMENTS  |
|-----------|----|-----|---|
| YES       | NO | N/A |   |
|           |    |     | A title block, including the proposed name or title of the plat, where applicable, as well as the name, signature, license number, embossed seal, contact information for the licensed surveyor, and firm thereof, involved in the preparation of the plat.   |
|           |    |     | Date that the original plat was prepared and all subsequent revision dates.   |
|           |    |     | Names of owner(s) and/or individual(s) who requested the plat.  |
|           |    |     | Vicinity map or location map that describes the proposed subdivision in relationship to the surrounding area.   |
|           |    |     | A graphic scale, a numerical scale, and a reference north arrow.  |
|           |    |     | Legend (lines types, abbreviations and corners, etc.) included that matches what is shown?  |
|           |    |     | Acreage to be subdivided, combined, and total lots created and accurately labeled. Residual lands are shown, labeled and remaining acreage notated?   |
|           |    |     | The names of adjacent landowners and the corresponding TMS numbers.   |
|           |    |     | The centerline and outer edges and names, as applicable, of existing and proposed rights-of-way, easements, highways, roads, streets, shared travelway, or other physical accesses, drainage ditches, and waterways and an indication as to whether these features are publicly or privately maintained. <b>All existing easements have creation plat/deed notated and widths marked?</b> |
|           |    |     | All existing political boundaries, property lines, railroads, utility transmission lines, culverts, bridges, and watercourses are shown. If the property contains storm drainage facilities, verify if they are open (ponds, open ditches, excepting swales) and contained in an easement so as to determine applicability of the 30' Open Drainage Setback.                              |
|           |    |     | Obvious and apparent physical features such as stormwater systems, sanitary sewer and water facilities, and power, gas, and telecommunications lines on the subject property shall be shown and plotted to scale.   |
|           |    |     | Visible indications of easements and rights-of-way on the site obvious, apparent, or known shall be shown with indication of their widths, if known.  |
|           |    |     | A description and location of existing structures, including mobile homes, on the subject property.   |
|           |    |     | Jurisdictional wetlands and critical areas when required by the county engineer or designee through coordination with the administrative officer or designee.   |
|           |    |     | Zoning classification(s) of subject properties are listed.  |
|           |    |     | All proposed parks, school sites, and other areas designated for public use are shown/labeled.  |
|           |    |     | The plat shall be accompanied by any other information deemed essential for plat approval by the administrative officer or designee.  |
|           |    |     | Plat and deed references for all parcels provided? Copies of all reference plats provided and consistent with proposed plat?  |
|           |    |     | Flood Zone identified with panel # from latest FEMA FIRM maps? The boundary of a designated flood hazard zone/areas is located on the plat? Delineation of Flood Hazard Areas are required to be shown on subdivision plats.  |
|           |    |     | Does the purpose of Survey (boundary, lot combination, subdivision, etc.) match proposed plat? Is the intent of the survey clear?   |
|           |    |     | Existing Property Lines are shown? New Property Lines are shown? Lines to be Abandoned are shown?   |
|           |    |     | Property corners/markers (existing, new, or reset marked) shown and labeled?  |
|           |    |     | Notes regarding variances or waivers that apply to the parcel are provided?   |

**B. LOT REQUIREMENTS**

|  |  |   |
|--|--|---|
|  |  | Minimum lot size per zoning district met for new lot(s) proposed and residual acreage?  |
|  |  | If this is a combination/line adjustment plat, are all parcels subject to combination/adjustment uniform in zoning?   |
|  |  | Existing structures, primary and accessory, meet typical setbacks from new lot lines, ROW, and innermost edges of I/E easements, and open drainage easements (ODS).   |
|  |  | <p><i>Minimum lot frontage</i> provided to new lots and residual?</p> <ul style="list-style-type: none"> <li>- Minimum frontage for any Lot shall be 20'; 40' for corner lots unless otherwise specified in the Zoning Ordinance.</li> </ul>  |
|  |  | <p>Do all proposed ingress/egress easements or rights of way include intermittent, where applicable, and terminate in a turnaround?</p> <ul style="list-style-type: none"> <li>• <i>Unless where permitted to tie into a street or otherwise acceptable access in accordance with the standards found Chapter 59, the shared travelway shall be terminated by a turnaround; should the shared travelway exceed 800 linear feet in length, intermittent turnaround(s) shall be provided every 800 feet as sufficient to allow a fire truck or emergency vehicle to turn in one motion. Length shall be measured from the center of the intersecting street to the center point of the turnaround.</i></li> <li>• <b>Turnarounds</b> shall have a typical radius of 50'.</li> </ul> |
|  |  | Lot is oriented with right angle side lot lines or curved at radial street lines?   |
|  |  | <i>Depth.</i> Excessive lot depth in relation to lot width shall be avoided, and as a rule, the depth of residential lots shall be not less than one nor more than two and one-half times their width unless necessary to overcome some sort of physical impediment.  |
|  |  | <i>Corner lots</i> are sufficient size and shape for front setbacks on both streets?  |
|  |  | <p><i>Driveway and parking and loading space.</i> Each proposed lot shall be so designed as to allow the development of a private driveway serving said lot, and sufficient space for off-street parking and loading.</p> <ul style="list-style-type: none"> <li>• Where driveway connects to state or county-maintained roadways greater than 35mph zones – driveways designed to prevent backing onto main thoroughfares.</li> <li>• If a single access driveway is proposed, the dimensions of the turnaround area must be minimum to accommodate a 3-point turn</li> </ul>  |
|  |  | <i>Driveways on Corner Lots.</i> Driveways on corner Lots shall be located at least 40 feet from the point of intersection of the nearest Street Right-of-Way lines. Minimum frontage for any corner Lot shall be 40 feet.  |

**C. Access**

**Please note type of physical access provided**

**These standards are based on the total lots served by the access, existing and proposed**

**Check One:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A. All lots proposed are physically and legally served by an existing publicly maintained and formally dedicated street that is adequate to serve the traffic needs generated by the subdivision.  |
| <input type="checkbox"/> | <p>B. Lots are served by a road that is prescriptively maintained by the County.</p> <ol style="list-style-type: none"> <li>1. The Applicant shall dedicate/execute a public right of way along the subject property for its proportionate share.</li> <li>2. The ENG/Roads and Bridges Dept has reviewed the plat and will determine if any improvements are required to serve the traffic needs generated by the subdivision – if so, a Preliminary Plan (and subsequently a Final Plat) is required.</li> </ol>   |
| <input type="checkbox"/> | <p>C. Shared Travelway (no more than 10 lots) served by an existing public street <b>(30' easement min)</b> <b>(RESIDENTIAL ONLY)</b><br/> <i>Shared travelway means a private residential access that is constructed and maintained in accordance with the International Fire Code (IFC), as adopted by county council, contained within 30-foot wide ingress/egress easement and general utility easement, and serves no more than ten residential lots within single-family residential zoning districts, which include: Single-Family Residential (R-1), Multisection-Manufactured Residential (R1-MM), Manufactured Residential (R-2), Agricultural (Flex-1) District, Preservation Residential (R-15), Mobile Home Rural Farm Residential (R2-R(F)), Rural Manufactured Residential (R2-R), and Rural Single-Family Residential (R1-R).</i></p> <ol style="list-style-type: none"> <li>1. <i>Shared travelway shall not be used as a means of circumventing roadway construction requirements found Chapter 59 and/or to piecemeal development.</i></li> <li>2. <i>Shared travelway shall not serve as a through access, providing connectivity to more than one street.</i></li> <li>3. <i>Shared travelway shall be constructed and maintained in accordance with the International Fire Code (IFC), as adopted by county council, which, upon payment of any applicable inspections fees, shall be verified in writing by the local fire official or designee before any dwelling unit of which it serves is permitted to be occupied.</i></li> </ol> |

D. Single-Site Shared Access (no more than 3 lots) served by an existing public street (30' easement min, 22-foot travelway)  
*Single-site development shared access means a privately-maintained access that serves subdivisions of three or fewer lots that contain non-residential, mobile home park, townhome, or multi-family residential primary uses and/or zoning districts (R-3, R-4, R-5, RNC, GC, OI, LI, HI, PD-MU, PD-RC, and PD-OP/IP), is constructed to the requirements found in article 15, Parking, and/or article 10.3, Arterial Road Overlay District, of the Berkeley County Zoning and Development Standards Ordinance, as applicable, and contained in an ingress/egress easement and general utility easement that is of a sufficient width to contain the physical access that is constructed in accordance with the standards found Chapter 59, sidewalks, and associated drainage, meet the projected traffic needs of the properties/uses that it serves, utilities, and/or other improvements, but no less than 30 feet. The physical access shall be no less than 22 feet in width, comport with International Fire Code requirements, be contemplated in a single-site development (site) or preliminary plan, as applicable, and constructed and verified for compliance prior to issuance of certificate of occupancy (CO) or otherwise applicable authorizations for occupancy or operations for any use and/or structure for which it serves.*

E. FAMILY SUBDIVISION – ROADWAY CONSTRUCTION EXEMPTION ELIGIBILITY REQUIREMENTS MET  
*Note, a 30' I/E is required for subdivision accesses that serve 10 or fewer lots; a 50' I/E is required should the platted access serve more than 10 lots*

F. FOR SUBDIVISIONS THAT ARE SERVED BY PRIVATELY-MAINTAINED ACCESSES AND DO NOT COMPORT WITH THE ABOVE REFERENCED PARAMETERS, PLEASE REFER TO THE PRIVATE ROADWAY REQUIREMENTS IN SEC 59-45(a)(3) and Included Under Sec. "E".

- [Is the total lot count served by the access greater than 15? If so, the road is required to be paved.](#)
- [If the access is served by an existing private street, private road assurances are required to verify conformance. Improvements will be required if the existing road is not constructed to the applicable standards.](#)

(\*NOTE A PRELIMINARY PLAN (PLPR) IS REQUIRED FOR ANY STREET CONSTRUCTION ACTIVITIES)

| YES | NO | N/A |  |
|-----|----|-----|--|
|     |    |     | Legal and physical access to <i>proposed and residual</i> lots provided (ingress/easement or direct frontage on <b>an existing conforming</b> roadway)?  |
|     |    |     | Has an Executed Hold Harmless and Indemnification Agreement been prepared/executed for ALL proposed I/E easements and private rights of way, and presented to the Department with the understanding that it is required to be recorded with the approved associated Plat?  |
|     |    |     | Easement/roadway is noted on the plat: public (SCDOT/or County) or private, paved or unpaved with widths?  |
|     |    |     | A public dedication statement is provided/executed for any roads/drainage facilities that are prescriptively maintained by the County.   |
|     |    |     | If the plat involves County maintained infrastructure/utilities/facilities, have the respective department(s) be engaged for their concurrence?  |
|     |    |     | All proposed easements and/or rights-of-way are delineated with indication of width, purpose, and location and dedication and applicable certification statements have been written and executed in accordance with the verbiage established in Chapter 59.  |
|     |    |     | New I/E Easements or Private Rights-of-Way have been named through coordination with the GIS-911 Addressing Department and is required to be indicated with street name and traffic control signage as required in section 59-44(k) at the expense of the property owner(s) or applicant, which shall be in place before any dwelling unit of which it serves is permitted to be occupied.   |
|     |    |     | Creation plat/deed references notated, and widths marked on plat for all existing easements?   |
|     |    |     | Any I/E Easements or rights-of-way intended for abandonment are noted on the plat and an abandonment statement is provided and signed by all affected landowners (or similar instrument is provided).  |
|     |    |     | Physical access to proposed and residual lots is provided (accessible by road/street, shared driveway, or single-site shared access)?  |
|     |    |     | <b>Dedication statements are shown/executed for <u>any</u> I/E easement being created, altered or abandoned?</b><br>- <b>Public:</b> "By the Recording of This Plat, I Hereby Dedicate the Easements and Rights-Of-Way Shown Hereon to The Use of The Public Forever and I Hereby Dedicate the General Utility Easements Shown Hereon to Those Entities Which Provide Said Utilities. Nothing in This Dedication Shall Be Construed to Imply an Acceptance by Berkeley County of Any Roadway or Drainage Facility or As Creating Any Duty by Berkeley County to Maintain Any Roadway, Right-Of-Way or Drainage Easement Shown Hereon." |

|            |           |            |   |
|------------|-----------|------------|---|
|            |           |            | <p>Signature(s) of Property Owner(s) or legal representative<br/>Signature _____<br/>Date _____</p> <p><b>OR</b></p> <p>- <b>Private:</b> "By the Recording of This Plat, I Hereby Dedicate the Easements and Rights-Of-Way Shown Hereon to All Purchasers and Successors in The Interest of This Property, And I Hereby Dedicate the General Utility Easements Shown Hereon to Those Entities Which Provide Said Utilities. Nothing in This Dedication Shall Be Construed to Imply an Acceptance by Berkeley County of Any Roadways or Drainage Facility or As Creating Any Duty by Berkeley County to Maintain Any Roadway, Right-Of-Way or Drainage Easement Shown Hereon."<br/>Signature(s) of Property Owner(s) or legal representative<br/>Signature _____<br/>Date _____</p>   |
|            |           |            | <p><b>If Checked <u>C</u> (Shared Travelway) is the following certification provided and executed?</b></p> <p>- The property owner(s) of record hereby acknowledge(s) that physical access to serve the Lots shown hereon is not provided with recordation of this Plat, and it is not the responsibility of Berkeley County to construct and/or maintain said access. A physical access constructed and maintained in accordance with the International Fire Code (IFC), as adopted by County Council, shall be verified before any residential dwelling of which it serves is permitted to be occupied and any applicable authorizations for encroachment onto publicly-maintained rights-of-way or Easements shall be issued prior to construction.<br/>Signature(s) of Property Owner(s) or Legal Representative Thereof _____<br/>Date _____</p> |
|            |           |            | <p><b>If Checked <u>D</u> (Single-Site Shared Access) is the following certification provided and executed?</b></p> <p>- The property owner(s) of record hereby acknowledge(s) that physical access to serve the Lots shown hereon is not provided with recordation of this Plat, and it is not the responsibility of Berkeley County to construct and/or maintain said access. A physical access constructed and maintained in accordance with applicable County Standards and the International Fire Code (IFC), as adopted by County Council, shall be verified prior to issuance of Certificate of Occupancy (CO) or other applicable authorizations for occupancy or operations for any use and/or structure for which it serves.<br/>Signature(s) of Property Owner(s) or legal representative<br/>Signature _____<br/>Date _____</p>           |
|            |           |            | <p><b>Signatory Name Labels.</b> Applicable signatory name labels are provided in the signatory section of any certification/dedication statements.</p>   |
|            |           |            | <p><b>Dedication/Certification Statement Signatory Verification.</b> Is the property held in the ownership of more than one individual, et al, or heirs? If so, verify that the statement signatories are all listed owners or the designated legal representative of the owners.</p>   |
| <b>YES</b> | <b>NO</b> | <b>N/A</b> | <b>CONSIDERATIONS FOR EXEMPT AND MINOR SUBDIVISIONS (PLEX AND PLMS)</b>   |
|            |           |            | Is the submittal a <u>new</u> , a <u>resurvey of</u> , or the <u>subdivision</u> of a parent parcel initially created out of a "Minor Subdivision"? If it is the latter, does it qualify as a "Minor Subdivision"?  |
|            |           |            | Is the total lot threshold of ten not exceeded (this includes proposed lots and those created previously out of a minor subdivision)?   |
|            |           |            | <p><b>Is the Minor Subdivision note provided?</b></p> <p>The [insert name of] Subdivision [or Lot, as applicable] was created as a Minor Subdivision per section 59-23(A)(2) of the Berkeley County Land Development and Subdivision Regulations. No more than 10 Lots shall be created out of the parent TMS [xxx-xx-xx-xxx] without bringing the entire Subdivision into full compliance to the standards established for a Major Subdivision per section 59-24 and a new Plan/Plat is submitted to the Department, unless a Waiver is issued by the Planning Commission and, if applicable, the property owners' association or similar entity.</p>  |
|            |           |            | Is either the shared travelway or single-site shared access certification included (see above)?   |
|            |           |            | Has an executed Hold Harmless/Indemnification Agreement been provided with the intent to be recorded with the approved plat? Is the applicant aware that the executed Hold Harmless is required to be presented to the Department and recorded with the plat when the plat is approved?   |

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|  |  | No street, either public or private as defined Chapter 59, will be required to be improved, extended, and/or constructed as part of the subdivision proposal and any proposed access shall be provided by a driveway, shared travelway as defined in section 59-45(a)(1), or exempted from roadway construction requirements per section 59-45(a)(5).   |
|  |  | No public water or sewer facilities or utility lines will be required to be improved, extended, or established as part of the subdivision proposal and no private community water or sewer facilities will be established. The installation of service line connections or taps from existing main lines or the installation of individual onsite septic and private well facilities is not included in this criterion.   |
|  |  | No drainage facility or conveyance, either public or private, is required to be improved, extended, or created as part of the subdivision proposal as determined by the county engineer or designee. If the county engineer or designee determines that drainage facilities or conveyances, either public or private, are required to be improved, extended, or created, the subdivision proposal shall be processed as "major."  |
|  |  | The subdivision proposal shall conform to applicable SCDES or MS4 requirements, where applicable, for land disturbance as well as chapter 11, Buildings and Building Regulations, of the Berkeley County Code of Ordinances.  |
|  |  | If the subdivision submittal did not undergo typical stormwater review and receive approvals from ENG per the typical Coordinated Departmental Review Process, <b><u>does the plat include the following Stormwater Management Disclosure?</u></b><br><br><b>Stormwater Management Disclosure:</b><br><i>This plat does not constitute the right to begin land disturbance and/or construction activity. All land disturbance and construction activity must meet current Berkeley County Engineering application requirements and/or design standards.</i> |
|  |  | The subdivision proposal is not an application for cluster subdivision as defined in article 13 of the Berkeley County Zoning Ordinance.  |
|  |  | At the request of the administrative officer or designee, the Berkeley County Engineer, or designee, and/or the applicable water and sewer agency, may review and concur with the subdivision proposal prior to administrative approval by the administrative officer or designee.  |
|  |  | Letter of determination of water/sewer availability from the applicable water and sewer agency. Where public water and sewer are not available, permits from SCDES shall be provided for individual onsite septic and/or private well facilities when required OR the subdivider has executed the Potable Water/Sanitary Sewer Unavailability Certification Statement. <b>Is the Sanitary Sewer Certification Statement included on the plat if septic permits have not been provided?</b>  |

**THE FOLLOWING CONDITIONS APPLY TO BONA FIDE FAMILY SUBDIVISION SUBMITTALS [ACCEPTED AS PLMS]**

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|  |  | <b>Is subdivider seeking Family Subdivision Roadway Exemption?</b><br><i>Family subdivision. Subdivisions may be exempted from the private street construction and maintenance requirements, as established in section 59-45(a)(3), if the property is being transferred to the owners' family members or is being transferred by will or intestate succession or forced division decreed by appropriate judicial authority. The subdivider must submit documentation satisfactory to the administrative officer or designee in order to establish eligibility for this exemption. This exemption shall apply only to initial division of property, not to subsequent sale to members outside of the family. Further subdivision by the heirs, devisees, or transferees may be authorized upon submission of a subsequent plat that demonstrates conformance to the standards contained Chapter 59.</i>  |
|  |  | <b>If the plat is a bona fide family subdivision, does it include the following necessary Family Subdivision Notes?</b> <ul style="list-style-type: none"> <li>• <b>THESE LOTS/PARCELS MAY NOT BE TRANSFERRED, OR FURTHER SUBDIVIDED UNTIL ROAD ACCESS IS PROVIDED AND A REVISED PLAT IS APPROVED BY BERKELEY COUNTY. <u>AND</u></b></li> <li>• <i>"The property owner(s) of record hereby acknowledge(s) that physical access to serve the Lots shown hereon is not provided with recordation of this Plat, and it is not the responsibility of Berkeley County to construct and/or maintain said access. A physical access constructed and maintained in accordance with the International Fire Code (IFC), as adopted by County Council, shall be verified before any residential dwelling of which it serves is permitted to be occupied."</i><br/><i>Signature(s) of Property Owner(s) or Legal Representative Thereof: _____</i><br/><i>Date: _____</i><br/><i>Lot Description: _____</i></li> </ul> |
|  |  | Has the Family Subdivision Roadway Construction Exemption Waiver form been completed and submitted with the Plat?  |

**D. SANITARY SEWER AND WATER SUPPLY**

**Standards for Potable Water and Sanitary Sewer are Applicable to New Lots Proposed**

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|  |  | Dedication statements (or similar instrument) provided for <u>any</u> sewer or water easement being created, altered or abandoned?  |
|  |  | Location of existing septic facility is shown on survey or a SCDES Permit to Install Onsite Wastewater Provided?  |
|  |  | Is the subdivision served by public water and/or sewer? Is a note regarding the "water and/or sewer provider" included on the plat (i.e. "Public Water and Public Sewer Provided by BCWS")  |
| <b>If Potable Water and/or Sanitary Sewer Are Not Provided</b>   |  |   |
| <i>The following certification statement may be accepted for <b>those exempt, minor, and family subdivision submittals</b> in which the lots proposed are not intended for development within a five-year horizon:</i> |  |   |
|  |  | Is the intent to develop the lots in question within the next five years? <u>If yes, please refer to Requirements for Septic-Served Subdivisions</u> found underneath "Final Plats" listed below.   |
|  |  | If requested to verify water and/or sewer availability, was a written letter of determination provided to the Department?   |
|  |  | <b>If there is no access to potable water and/or sanitary sewer, does the plat include the following certification statement?</b><br><ul style="list-style-type: none"> <li>- <i>The Property owner(s) of record hereby acknowledge(s) that the Lots shown hereon are considered non-buildable until public water and/or sewer is made available to these Lots or SCDES approves an onsite septic system and/or individual well for each individual Lot."</i><br/> <i>Signature(s) of Property Owner(s) or legal representative</i><br/> <i>Signature _____</i><br/> <i>Date _____</i></li> </ul> |

**E. FINAL PLATS (PLFP) – THESE PLATS ARE ASSOCIATED WITH AN APPROVED PRELIMINARY PLAN (PLPR)**

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|  |  | <b>Does plat match the approved preliminary plan?</b> The final plat shall conform in all respects to the preliminary plan as previously approved by the administrative officer or designee. If minor changes have occurred following preliminary plan approval, the administrative officer or designee may request that a revised preliminary plan, reflecting any modifications, be submitted to the department for concurrent review and upon demonstrated compliance, approval by the administrative officer or designee, prior to approval of the associated final plat. Major changes to an approved preliminary plan shall be processed and reviewed in accordance with section 59-24.  |
|  |  | Installation of required improvements. Prior to approving a final plat, all required subdivision and infrastructure improvements shall be installed to the county's satisfaction, or financial guarantee(s), naming the county as payee in accordance with the requirements set forth in section 59-91, shall have been posted to secure the actual construction and installation of required improvements. <b><u>*Note, bonds are not routinely accepted for street improvements. Private streets are required to be constructed/certified prior to Plat Approval. Please coordinate with Engineering for inspection/warranty processes applicable to roadways intended for County maintenance.</u></b>   |
| <b>REQUIREMENTS FOR PRIVATE STREETS:</b> |  |  |
|  |  | <b>Construction and certification.</b> Private streets and roadside drainage facilities, when required, shall be constructed in accordance to the construction standards found Chapter 59 and as shown in an approved preliminary subdivision or infrastructure construction plan and certified by the subdivider, or in the case of subdivisions that seek to create more than 15 lots, the subdivider's engineer, before the accompanying final plat can be approved or, in cases concerning non-conforming accesses, before certificate of occupancy or otherwise applicable authorization(s) for occupancy or operations is issued, when applicable per section 59-45(a)(4). The administrative officer or designee may require additional documentation, to include, but not limited to, as-built survey, written verification of compliance to the International Fire Code by the local fire official or designee, or similar assurance. |
|  |  | <b>Legal And Physical Access Requirements.</b> Private roadway and ingress/egress easements or rights-of-way shall be designed, constructed, and of a width sufficient to accommodate storm drainage, any required turn lanes and tapers, the projected traffic needs of the properties/uses that it serves, capacity, or other operational improvements, multi-use paths/sidewalks, street lighting, and/or street trees, where provided, and similar improvements. Private streets shall observe a dedicated right-of-way and/or ingress/egress easement and contain a roadway constructed of the material and in a width as prescribed in section 59-45(b).   |

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|  |  | <p><b>Requirements For Unpaved Streets.</b> In the discretion of the administrative officer or designee, a private street may be developed as an unpaved street, provided that it serves no more than 15 lots and conforms to the requirements found Chapter 59. Any future subdivision of these lots and/or of the residual property in excess of 15 lots will require construction of paved roads serving the entire subdivision, including the original subdivided lots, unless a waiver is issued by the planning commission per section 59-7. Unpaved streets shall not be accepted by Berkeley County for maintenance. The construction requirements for private unpaved Streets are:</p> <ul style="list-style-type: none"> <li>• All unpaved streets constructed under this section must be designed and maintained to serve the expected traffic needs in all types of weather, from dry conditions to extremely wet conditions. Design material and specifications must be presented to establish compliance with this requirement.</li> <li>• Streets shall be crowned to allow for proper drainage and constructed with a minimum four-inch aggregate surface course over the stabilized base course and contain adequate roadside drainage facilities.</li> <li>• The applicant(s)/subdivider(s) may also be required to follow additional construction requirements or standards as determined by the administrative officer or designee and promulgated in Chapter 59.</li> </ul> |
|  |  | <p><b>Turnarounds And Limitations for Dead End Streets.</b> To the extent practical, dead-end streets, designed to be so permanently, shall be no longer than 800 feet and serve exclusive access to no more than 30 lots, provided, however, that this length and lot count may be exceeded upon demonstration of no practicable alternative for interconnectivity, the access is constructed in accordance with International Fire Code standards, intermittent turnarounds are provided every 800 linear feet sufficient to allow a fire truck or emergency vehicle to turn in one motion, and written concurrence is received from the local fire official or designee. Length shall be measured from the center of the intersecting street to the center point of the turnaround.</p> <p><b>Turnarounds.</b> Turnarounds shall be provided every 800 linear feet and at the closed end of the street, designed and maintained in accordance with International Fire Code, and have a typical radius of 50’.</p>   |
|  |  | <p>An executed <b>HOLD HARMLESS AND INDEMNIFICATION AGREEMENT</b> has been presented to the Department and the applicant understands that it is expected to be recorded with the Plat when the plat is approved.</p>   |
|  |  | <p><b>MAINTENANCE AGREEMENT.</b> A system or means shall be established to provide for the continued maintenance of the road and storm drainage system. This agreement must be approved and recorded at the register of deeds prior to final plat approval.</p>  |
| <b>POTABLE WATER AND SANITARY SEWER</b>            |  |  |
|  |  | <p>Where a public sewer and/or water system is available to serve the proposed subdivision or development, as determined by the applicable sewer and/or water authority, and a public sewer and/or water system is required to be constructed to serve the proposed subdivision or development, the sewer and/or water system shall be designed in accordance to the provider's specifications, included in a preliminary plan for review by the departments engaged in coordinated review, installed or bonded in accordance with the requirements set forth by the provider, and SCDES Permits to Operate issued prior to issuance of authorizations for occupancy of any structure located on any affected lot and served by said utility.</p>  |
| <b>REQUIREMENTS FOR SEPTIC-SERVED SUBDIVISIONS</b> |  |  |
|  |  | <p>If public sewer and/or water is not available, SC DES authorization to install an individual onsite wastewater (septic) system and/or an individual onsite well system or otherwise acceptable assurance, respectively, for each new lot proposed shall be provided to the department before the plat can be approved.</p>  |
|  |  | <p>The lot(s) in question are not proposed to be served by Community/Shared Individual Onsite Wastewater (Septic) Facilities, to include Community (Cluster) Systems as defined by DES, serving more than one parcel or unit of individually-deeded real property?</p>   |
|  |  | <p>The administrative officer or designee, at his/her discretion, reserves the right to request that the following but not limited to materials be submitted with subdivision plat or plan submittals in order to verify that the location of individual onsite wastewater (septic) systems will pose no conflict with driveways, building envelope, stormwater management, and other subdivision or site improvements: individual lot soils analyses, individual lot onsite wastewater (septic) layout plan, and septic details and profiles.</p>   |

To ensure the continued maintenance of individual onsite wastewater (septic) systems and mitigate risk to public health, safety, and wellbeing, the following assurances for perpetual maintenance, as described below, shall be recorded prior to or concurrent with the Final Plat upon approval:

- a. **Perpetual Maintenance Assurances.** Documentation assuring a system for continuous maintenance that lists the HOA/POA [or other mutually-agreeable responsible third party] as the responsible party and describes an individual onsite wastewater (septic) management plan that includes a framework, dedicated funding source to conduct, and entity responsible for bi-annual inspections and regular maintenance activities.
- b. **Individual Onsite Wastewater (Septic) Affidavit/Release.** The affidavit/release shall be presented to and approved by the County Attorney or his/her designee and include the acknowledgement that (1) the Builder/Developer is solely responsible for the installation of individual onsite wastewater (septic) systems, (2) the HOA/POA [or other mutually-agreeable responsible third party] is responsible for overseeing their ongoing maintenance, and (3) the County shall be relieved of any liability or responsibility arising from their installation, use, and maintenance. This release shall indemnify the County of any harm which may result from the installation, use, and maintenance of individual onsite wastewater (septic) systems by the HOA/POA, landowners, visitors, or any user of the system, including the public at large. Each signed agreement shall be recorded with the plat and provide proper reference to the affected subdivision.
- c. **Warranty Period.** Proof of a minimum two-year warranty, which shall include operation and maintenance, by the Licensed Onsite Wastewater System Installer.
- d. **Surety Bond.** A surety bond in an amount equivalent to the cost of regular maintenance, repair, and bi-annual inspections for each Individual Onsite Wastewater (Septic) Facility permitted within the subdivision/development for the first five years of operations and accounting for annual inflation, shall be submitted to and held by Berkeley County. Prior to submission of the bond, the Department shall review, and ultimately concur with, a schedule of values, prepared and certified by a licensed and approved Tier 3 Licensed Onsite Wastewater System Installer as defined by DES.
- e. **Inspection Reports.** Individual Onsite Wastewater (Septic) inspection reports shall be available to the County upon request.

**Installation/Verification and/or Assurances for Completion of Subdivision Improvements**

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|  |  | Have all required bufferyards been installed or retained per the approved Preliminary plan and INSPECTED FOR COMPLIANCE or a mutually-agreeable plan developed to ensure compliance prior to issuing a building permit?   |
|  |  | Has the mail kiosk and associated parking serving the respective phase been installed?  |
|  |  | Have any recreational facilities contemplated in the plans been installed?  |
|  |  | Have all required common area street trees been installed per the approved Preliminary plan (and inspected for compliance)?   |
|  |  | Have septic assurances/maintenance protocols, as listed above, been received if applicable?   |
|  |  | Has the Department received an executed hold harmless, maintenance agreement, and Engineer's Certification for any private accesses contemplated in the plat?   |
|  |  | Are bonds intended to be submitted for any subdivision improvements required by P and Z? If so, has a Schedule of Values been provided, reviewed, and concurred to? After the SOV is concurred to, the draft bond or letter of credit may be submitted for review with Legal, and, once concurred to, the formal/executed LOC/Bond may be accepted. Only after the bond is accepted (and other Plat requirements addressed), can the plat be eligible for approval. |
|  |  | Non-Common Area Street Trees are intended to be installed with adjoining lot home construction? If so, the Inspections Division will need to know to verify street tree installation. If not, an alternative plan for street tree planting may be accepted/concurred to/bonded at the discretion of the Administrative Officer.   |
|  |  | If Cluster Subdivision- are all density bonus requirements installed and inspected for compliance or sufficient plan provided to County for installation prior to building permit?  |
|  |  | Have all reviewing departments issued their concurrence? Have you checked with the Engineering Inspection Division to verify that all bonds for county-maintained ROWs have been accepted?  |