

## Planning and Development - Permit Application Center

P.O. Box 1119, or 1 Town Square  
Ridgeland, South Carolina 29936  
Phone: 843-726-7521 Fax: 843-726-7525  
www.ridgelandsc.gov



## SUBDIVISION FINAL PLAT CHECKLIST

### WHEN TO USE THIS PROCESS

When these activities have been completed, you may submit a final plat and associated documents for review:

1. All utilities (water, sewer, stormwater) must be installed, inspected, and approved.
2. As-built drawings of all public water and sewer and storm drainage facilities must be submitted for review.
3. Provide all closeout documents listed in the Town of Ridgeland Water and Sewer Authority Development Policy and Procedures, Section 4.3 Project Closeout requirements.
4. A copy of your Permit to Operate from SCDHEC must be submitted.
5. All streets must be installed.
6. Street name signs, warning signs, etc. must be installed. Contact Public Works for fees and the scheduling of sign installation.
7. Sidewalks along common areas must be installed and cannot be deferred.
8. Stormwater Management project close-out items required:
  - Completed OCRM Notice of Termination (NOT) of OCRM NOI Permit
  - Final site inspection approval from Town Engineer. If punch list items are required, proof of items completed with photos or documentation.
  - Engineer of Record (EOR) certification letter certifying the stormwater management system was constructed per Town approved plans.
  - Letter from contractor certifying that all stormwater pipes and catch basins of the development have been flushed clean of silt and debris.

The final plat must be approved by the Town and recorded with Jasper County before the Town can issue building permits for the project.

### APPLICATION PROCESS

1. **Submit the following in PDF format** to the Permit Application Center by email to [hspade@ridgelandsc.gov](mailto:hspade@ridgelandsc.gov),

**Final plat**

**Restrictive covenants** for Homeowner's or Property Owner's Association. See checklist on following pages for what this document must include.

2. **Submit a plan review fee of \$500 plus per lot \$15.00** by check payable to the Town of Ridgeland, cash, or credit card.
3. **Submit a certified check** for performance guarantee if all required improvements are not yet completed.
4. **Town staff will review your plan** and send comments back to the designated contact person on the application within 10 business days.
5. Planning Commission meeting:

Most preliminary plats require Planning Commission approval. (Rare exceptions will exist for approved industrial parks or other group developments that have received site plan approval previously.)

- **Submit 5 complete hard copies of related documents for Planning Commission Review.**

The Planning Commission generally meets on the second Monday of each month. Plans and review fee must be submitted 45 days prior to be on the Planning Commission agenda approximately. (For example, plans submitted January 15th, if complete, will be reviewed by February 1st. If then revised and returned, correct and complete, by February 15th, plans will be considered by the Planning Commission during its meeting in March.)

If a plan requires further revision after the Planning Commission meeting, the revised plat must be received by the 20th of the month to remain on the next month's Planning Commission agenda.

6. **After your final plat documents have been approved**, submit the following to the Permit Application Center.

- 1 copy of the approved plat in Adobe PFP
- Paper copies of the approved plat
  - 4 for us to keep and distribute to the Town Utilities Department, Palmetto Electric or Dominion Energy, the U.S. Post Office, and the Jasper County Voter Registration Office AND
  - As many additional copies that you would like to receive back with the approval stamp.
- 2 paper copies of the approved restrictive covenants

7. We will notify you when the approved plat and restrictive covenants have been stamped for recording.

**Before the Town can issue building permits for the project, you must:**

- Record the final plat and restrictive covenants at Jasper County Clerk of Court office in Ridgeland; and
- Return a copy of each to the Permit Application Center.

**HOMEOWNER’S OR PROPERTY OWNER’S ASSOCIATION COVENANTS**

These covenants are required, and the organization must be operating before approval of the first final plat for subdivision of the land, or building permit, whichever occurs first.

These documents must include:

1. The bylaws for the organization (Note: membership in the association must be automatic and mandatory for all purchasers of land therein and their successors in title.)
2. Any covenants, conditions, and restrictions on the property
3. All documents governing ownership, maintenance, and use restrictions for the open space, including a legal description of such areas.

**TECHNICAL REQUIREMENTS FOR PLAT: Show all information required on preliminary plat** (see “major subdivision” application checklist for details), using these technical requirements:

1. Show all dimensions to the nearest 1/100 of a foot.
2. Show all bearings in degrees, minutes, and seconds.
3. Provide sufficient data to determine readily and reproduce accurately on the ground the location, bearing, and length of every road centerline, subdivision boundary line, and block line, whether curved or straight.
  - a. This data must include the radius, center angle, and tangent distance for the center lines of curved streets.
  - b. Curved property lines must show chord bearing, distance, arc, and radius.

**REQUIRED ADDITIONAL INFORMATION ON PLAT:**

1. Complete description including bearings, distances, and widths of all rights-of-way, easements, and other areas being proposed for dedication for public use with the purpose of each stated.
2. Roads:
  - a. Show the address of each lot.
  - b. All temporary dead-end streets must include a call-out indicating “Dead-end of street in this location is temporary. Street will be extended as part of a future development.”
  - c. Private streets in accordance with the Zoning Ordinance. If approved, they must be identified as private.
  - d. If any alleys are used, identify them as “Private ROW,” include a width call-out, and include a note that says “All Alleyways Will Be Maintained By Developer or Homeowners Association.”
3. Include the following in the notes section:
  - a. Identify building setback requirements in notes section (front, side, and rear).
  - b. “Final Plat conforms substantially to the approved preliminary plat and civil construction plans.”
  - c. “No Owner/Developer/Contractor shall place any part of a structure, permanent equipment, permanent retaining wall, or impoundment within a public utility or stormwater easement dedicated to and maintained by the Town. Fences and walls CANNOT run longitudinally within an easement. However, a perpendicular crossing of an easement may be considered for approval with submission of an Application of Encroachment for Town Right of Way. Any encroachment within a HOA maintained easement will require a letter of approval from the HOA.”
  - d. If located within a Master Planned (MP) district: “Parcels that are a part of this plat are subject to a separate Master Plan (MP) and Terms and Conditions document.”
  - e. If the developer seeks to defer the installation of sidewalks: “This final plat is subject to a performance guarantee, which means that all required public improvements are not completed.

Issuance of building permits prior to completion of public improvements subject to the performance guarantee shall occur at the sole discretion of the Town of Ridgeland. In the event the developer defaults and the Town must complete the improvements, the developer will be assessed any difference between the amount of the performance guarantee and actual construction cost.”

**REQUIRED CERTIFICATIONS:**

The following certificates are required on final plats. They must be signed by the appropriate party prior to recording of the plat by the Jasper County Register of Deeds office.

**CERTIFICATE OF ACCURACY—must also contain embossed (raised) seal**

I hereby state to the best of my knowledge, information, and belief, the survey shown hereon 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\_survey as specified therein; also there are no visible encroachments or projections other than shown.

By \_\_\_\_\_

Registered South Carolina Surveyor’s Number \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (we) hereby state that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby consent and covenant to the subdivision, covenants, conditions and easements as shown and as provided by the within certifications all of which shall run with the land and shall be binding on my (our) heirs, successors and assigns. I (we) hereby dedicate all streets, alleys, walks, ponds, stormwater piping, ponds, basins improvements and features, sidewalks, parks, and other sites to public or private use as noted; however, I (we) acknowledge that dedication does not mean acceptance by the Town of Ridgeland.To the extent that the Town of Ridgeland has not specifically and in writing accepted any of such areas or improvements, I (we) are jointly and severally liable for compliance with Town of Ridgeland standards and regulations regarding any common area/open space maintenance including, but not limited to, detention ponds, stormwater piping, ponds, basins improvements and features, sidewalks, private roads, alleys, trees and landscaping.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

**CERTIFICATE OF APPROVAL OF RECORDING**

I hereby certify that this plat has been approved for recording by the Jasper County Register of Deeds office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of  
Ridgeland Planning & Development Director or designee

**CERTIFICATE OF APPROVAL OF THE INSTALLATION AND CONSTRUCTION OF STREET, UTILITIES, AND OTHER REQUIRED IMPROVEMENTS**

I hereby certify that streets, utilities, and other required improvements have been installed in an acceptable manner and according to Town specifications and standards in the development entitled \_\_\_\_\_, or that a guarantee of the installations of the required improvements in an amount or manner satisfactory to the Town of Ridgeland has been received.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer, Town of Ridgeland Planning & Development Department

**CERTIFICATION OF APPROVAL OF COMPLIANCE WITH THE STORMWATER MANAGEMENT AND SEDIMENT REDUCTION ACT OF 1991, AS AMENDED**

I hereby certify that the stormwater management and sedimentation control system designed and installed for \_\_\_\_\_ (development name) addresses required improvements as cited in the Town of Ridgeland Zoning Ordinance and Jasper County Stormwater and Erosion Control Manual; complies with the standards established and amended by the South Carolina Department of Health and Environmental Control (DHEC)/their designee; and was approved on \_\_\_\_\_ (date) by DHEC/their designee.

NDPES# \_\_\_\_\_

SCR# \_\_\_\_\_

By \_\_\_\_\_

Registered P.E. Number \_\_\_\_\_

Date \_\_\_\_\_