

## Planning & Community Development

P.O. Box 1119, or 1 Town Square

Ridgeland, South Carolina 29936

Phone: 843-726-7521 Fax: 843-726-7525 [www.ridgelandsc.gov](http://www.ridgelandsc.gov)



## MAJOR SUBDIVISION FINAL PLAT CHECKLIST

### WHEN TO USE THIS PROCESS

**If this project has been financially guaranteed/bonded this section does not apply.**

When these activities have been completed **or financially guaranteed**, 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 SCDES must be submitted.
5. All streets must be built.
6. Street name signs, warning signs, etc. must be installed. Contact General Services for fees and the scheduling of sign installation when public roads are involved.
7. Sidewalks along common areas must be installed and cannot be deferred.
8. Stormwater Management project close-out items required:
  - Completed Bureau of Coastal Management (BCM) Notice of Termination (NOT) of BCM Notice of Intent (NOI) Permit
  - Final site inspection approval from the Town's contracted engineering firm, Four Waters Engineering, Inc. 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 Technician by email to [permits@ridgelandsc.gov](mailto:permits@ridgelandsc.gov).
  - ☐ **Major subdivision final application**
  - ☐ **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 major subdivision fee (includes plat review)** by check payable to the Town of Ridgeland, cash, or credit card as follows:
  - 6 - 49 lots: \$1,000 plus \$10/lot
  - 50 - 100 lots: \$1,500 plus \$10/lot
  - 101 - 300 lots: \$2,000 plus \$10/lot

- 301+ lots: \$2,500 plus \$10/lot

3. **Submit an engineer's estimate and surety bond at 125% for performance guarantee** if all required improvements are not yet completed.
4. **Town staff will review your plat and covenants** and send comments back to the designated contact person on the application within 10 business days.
5. **After your final plat documents have been approved**, submit the following to the Permit Application Center.
  - ☐ 5 Paper copies of the approved plat ready to record
  - ☐ 2 paper copies of the approved restrictive covenants
6. Staff 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 Technician.

## COVENANTS AND FINAL PLAT CHECKLIST

### **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 final plat, 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 homeowner's 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."
  - 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 or Special District (SD): "Parcels that are a part of this plat are subject to a separate Master Plan (MP) or Special District (SD) and Terms and Conditions document."

**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, MUNICIPAL UTILITIES, AND STORMWATER IMPROVEMENTS**

I hereby certify that streets, municipal utilities and stormwater improvements have generally been constructed in quantities as provided in the Town of Ridgeland's approved and permitted documents for the development of \_\_\_\_\_ (development name). Any outstanding site improvements will have a monetary guarantee for the installation of the required improvements in an amount satisfactory to the Town of Ridgeland.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Engineer, Four Waters Engineering, Inc., on behalf of the Town of Ridgeland

**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 Environmental Services (SCDES)/their designee; and was approved on (date) by SCDES/their designee.

NDPS# \_\_\_\_\_

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

By \_\_\_\_\_

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

Date \_\_\_\_\_

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### MAJOR SUBDIVISION FINAL APPLICATION

Pursuant to Section 6-29-1145 of the South Carolina Code of Laws, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?

☐ Yes

☐ No

The owner of the property is aware of and has authorized the proposed work as described in this application?

☐ Yes

☐ No

Is final plat substantially consistent with the approved preliminary plat? ☐ Yes ☐ No

#### Project Information

Applicant Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ State License Number: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Project Address(es): \_\_\_\_\_

Tax Map Number: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Elevation: \_\_\_\_\_

Total Lot sq/ft: \_\_\_\_\_ Existing Impervious sq/ft: \_\_\_\_\_

New Impervious sq/ft: \_\_\_\_\_ Previous sq/ft: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_