



Town of Ridgeland

Planning & Community Development
One Town Square – Post Office Box 1119 – Ridgeland, SC 29936
Phone: (843) 726-7516 Fax: (843) 726-7525

MAJOR SUBDIVISION APPLICATION (PRELIMINARY PLAT)

Process

Step 1 - Consultation/Pre-application Meeting

- Schedule a pre-application conference with the Town of Ridgeland Planning and Community Development Department. The Planning department will coordinate with all applicable departments who will need to provide input on the proposed sketch plan.

Step 2 – Sketch Plan Approval

- Submit “Sketch Plan Approval” application along with the items required on checklist

Step 3 – Preliminary Plat Approval

- Submit “preliminary plat application” along with items required on checklist (fee based on number of lots)
- Letter from Town of Ridgeland Water and Sewer department certifying availability of service
- Preliminary approval from SCDOT and TIA as required
- Topographical survey
- Landscape Plan along with tree removal and mitigation fee
- If Subdivision will be completed in multiple phases, this should be depicted on the preliminary plat.
- Preliminary plat approval prior to site work/infrastructure construction plans being submitted (or bonded)

Step 4 – Site Work Only Permit

- Submit “site work only” Application along with items required on the checklist – Complete work OR bond 125% cost of infrastructure
- Submit proof of Capacity fees paid to the Town of Ridgeland Water and Sewer Department
- Major subcontractor roster to be submitted by GC

Step 5 – Final Plat Approval

- Complete Final Plat application along with items on checklist once site work (installation of infrastructure) has been completed and approved.
- Submit five copies of final plat labeled “Subdivision Plat”
- Final plat will be reviewed, approved, and stamped for recording

Major Subdivision 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

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:** _____