



TOWN OF YEMASSEE

EXEMPT PLAT APPLICATION

Town of Yemassee
Attn: Administration Department
101 Town Circle
Yemassee, SC 29945-3363
(843)589-2565 Ext. 3
www.townofyemassee.org

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
Town Business License # (if applicable):			
Project Information			
Project Name:			
Project Location:			
Zoning District:		Acreage:	
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. A minimum of five (5) full-sized copies of the plat with a notarized pressed seal to be stamped that includes: A. Property lines, site improvements, topographic features, easements B. Nearest building on adjacent lots			
<input type="checkbox"/> 2. Recorded deed showing proof of property ownership.			
<input type="checkbox"/> 3. Fee as determined by the Town of Yemassee Schedule of Rates & Fees.			
Disclaimer:		The Town of Yemassee assumes no legal or financial liability to the applicant or any third party whatsoever by approving the plans associated with this permit.	
I hereby acknowledge by my signature below that the foregoing application is complete and accurate and that I am the owner of the subject property. As applicable, I authorize the subject property to be posted and inspected.			
Property Owner Signature:		Date:	
Applicant Signature:		Date:	
For Office Use			
Application Number:		Date Received:	
Received By:		Date Approved:	



TOWN OF YEMASSEE EXEMPT PLAT APPLICATION TIMELINE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Development Standards Ordinance requirements for obtaining application approval in the Town of Yemassee. While intended to explain the process, it is not intended to repeal, eliminate or otherwise limit any requirements, regulations or provisions of the Town of Yemassee Development Standards Ordinance or the Town of Yemassee code.. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Application Check-In Meeting	Applicant & Staff
The Applicant shall submit the Exempt Plat Application and required submittal materials during a mandatory Application Check-In Meeting where Town Staff will review the submission for completeness.	
Step 2. Review by Town Administrator	Staff
If the Town Administrator determines that Exempt Plat Application is complete, it shall be reviewed for compliance with the criteria and provisions in the Zoning Ordinance, Development Standards Ordinance, as well as local, state, and federal regulations.	
Step 3. Approval	Staff
If the Town Administrator verifies the Exempt Plat to be in compliance, the Town Clerk shall issue a plat stamped for approval.	