



TOWN OF YEMASSEE
MAJOR SUBDIVISION APPLICATION

Town of Yemassee
Attn: Administration Department
101 Town Cir
Yemassee, SC 29945-3363
(843) 589-2565 Ext. 3
<http://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:	<input type="checkbox"/> New	<input type="checkbox"/> Amendment	
Project Location:			
Zoning District:	Acreage:		
Tax Map Number(s):			
Project Description:			
Minimum Requirements for Submittal			
<input type="checkbox"/> 1. Two (2) full sized copies and digital files of the Subdivision Plan.			
<input type="checkbox"/> 2. Recorded deed and plat showing proof of property ownership.			
<input type="checkbox"/> 3. Project Narrative describing reason for application and compliance with the criteria in Section 5.2.2 of the DSO.			
<input type="checkbox"/> 4. An Application Review Fee as determined by the Town of Yemassee Schedule of Rates & Fees. Checks made payable to the Town of Yemassee.			
Note: A Pre-Application Meeting is required prior to Application submittal.			
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

MAJOR SUBDIVISION APPLICATION

PROCESS NARRATIVE

The following Process Narrative is intended to provide Applicants with an understanding of the respective application process, procedures and Development Standards Ordinance (DSO) 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's Development Standards Ordinance. Compliance with these procedures will minimize delays and assure expeditious application review.

Step 1. Pre-Application Meeting	Applicant & Staff
Prior to the filing of a Major Subdivision Application, the Applicant is required to consult with the Town Administrator or their designee at a Pre-Application Meeting for comments and advice on the appropriate application process and the required procedures, specifications, and applicable standards required by the DSO.	
Step 2. Application Check-In Meeting	Applicant & Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Major Subdivision Application and required submittal materials during a mandatory Application Check-In Meeting where the Town Administrator or designee will review the submission for completeness.	
Step 3. Review by Town Administrator & Building Official	Staff
If the Town Administrator determines that the Major Subdivision Application is complete, it shall be forwarded to the Building Official. The Building Official shall review the application and prepare written comments for review with the Applicant.	
Step 4. Post Review Meeting	Applicant & Staff
A meeting shall be held with the Applicant with County and Town Staff to discuss the application. The Applicant will be directed to address any comments, if any, and resubmit the application materials. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the Staff Report and, if all comments are addressed, the application is scheduled for final review.	
Step 5. Determination Notification	Applicant & Staff
The Town Administrator shall review the Major Subdivision Application for compliance with the criteria and provisions in the DSO. Staff may approve, approve with conditions, or deny the application. Notification will be made in writing to the applicant.	
Step 6. Issue Subdivision Plat	Staff
If the Town Administrator approves the Major Subdivision Application, the Town Clerk shall stamp the approved Subdivision Plat.	