



TOWN OF YEMASSEE
MINOR SUBDIVISION APPLICATION

Town of Yemassee
Attn: Administration Department
101 Town Cir
Yemassee, SC 29945-3363
<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 Article 4 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 MINOR 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 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 Minor Subdivision Application, the Applicant is required to consult with the Zoning 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 Minor Subdivision Application and required submittal materials during a mandatory Application Check-In Meeting where the Zoning Administrator or designee will review the submission for completeness.	
Step 3. Review by UDO Administrator	Staff
If the Zoning Administrator determines that the Minor Subdivision Application is complete, it shall be reviewed for conformance within the provisions of Article IV of the DSO.	
Step 4. Approve / Modify Subdivision Plat	Applicant & Staff
Staff will notify the Applicant that the application has been reviewed. The Applicant will be directed to address any comments, if any, and resubmit the application materials if necessary. Should the application be approved, Staff will stamp the subdivision plat.	
Step 5. Record stamped plat with County	Applicant
The applicant must take five (5) copies of the approved Minor Subdivision plat and record them with either the Beaufort County Register of Deeds or Hampton County Clerk of Court. Once recorded, the County shall issue the newly created parcels a tax map number.	