



Charleston County Zoning & Planning Department  
**Exempt Subdivision (no new lots)  
Application Packet**

Submit electronically through the Charleston County CSS Portal:  
[https://eplweb.charlestoncounty.org/energov\\_prod/selfservice#/home](https://eplweb.charlestoncounty.org/energov_prod/selfservice#/home)



# CHARLESTON COUNTY ZONING & PLANNING DEPARTMENT

## SUBDIVISION APPLICATION

DATE: \_\_\_\_\_

APPLICATION #: \_\_\_\_\_

RECEIVED: \_\_\_\_\_

TYPE: \_\_\_\_\_

OWNER: \_\_\_\_\_

TMS #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LOCATION: \_\_\_\_\_

\_\_\_\_\_

# OF LOTS: \_\_\_\_\_ ACRES: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ZONING DISTRICT: \_\_\_\_\_

PRE-APPLICATION CONFERENCE: YES / NO      DATE \_\_\_\_\_

APPLICANT: \_\_\_\_\_

SURVEYOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

PLAT APPROVED: \_\_\_\_\_

PLAT RECORDED: BK \_\_\_\_\_ PG \_\_\_\_\_

BK \_\_\_\_\_ PG \_\_\_\_\_

DEED RECORDED: BK \_\_\_\_\_ PG \_\_\_\_\_

Special Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Joel H. Evans, PLA, AICP**  
Planning & Zoning Department Director

843.202.7200  
Fax: 843.202.7222  
Lonnie Hamilton III Public Services Building  
4045 Bridge View Drive, Suite A103  
North Charleston, SC 29405

Appl # \_\_\_\_\_

STATE OF SOUTH CAROLINA )  
  )  
COUNTY OF CHARLESTON    )

**AFFIDAVIT OF OWNERSHIP**

KNOW ALL MEN BY THESE PRESENTS, that I,  
\_\_\_\_\_:

1. Own that certain parcel of land located in Charleston County bearing  
TMS# \_\_\_\_\_.
  
2. The property was conveyed to me by  
\_\_\_\_\_,  
Trustee by deed recorded in the RMC Office of Charleston County in  
Book \_\_\_\_ at Page \_\_\_\_\_.

Sworn to before me this  
\_\_\_\_\_ Day of \_\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Notary Public for South Carolina  
My Commission Expires: \_\_\_\_\_



Joel H. Evans, AICP, PLA  
Zoning & Planning Director

843.202.7200  
1.800.524.7832  
Fax: 843.202.7222  
Lonnie Hamilton, III  
Public Services Building  
4045 Bridge View Drive  
North Charleston, SC 29405-7464

**RESTRICTIVE COVENANTS AFFIDAVIT**

I, \_\_\_\_\_, have researched the restrictive covenants applicable to Parcel Identification Number/s (PID #) \_\_\_\_\_ located at (address/es) \_\_\_\_\_, and have found that either there are no restrictive covenants applicable to the subject property/properties or that the proposed application is not contrary to, does not conflict with, and is not prohibited by any of the restrictive covenants, as specified in South Carolina Code of Laws, Section 6-29-1145.

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(Signature)

(Date)

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(Print Name)

Explanation:

Effective July 1, 2007, South Carolina Code of Laws Section 6-29-1145 requires local governments to inquire in the permit application, or in written instructions provided to the applicant, if a tract or parcel of land is restricted by a recorded covenant that is contrary to, conflicts with or prohibits an activity for which a permit is being sought. (Section 6-29-1145 is copied on the back of this page)

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For Staff Use Only:

Received by \_\_\_\_\_ Date \_\_\_\_\_ Application Number \_\_\_\_\_

**“Section 6-29-1145.**

**(A) In an application for a permit, the local planning agency must inquire in the application or by written instructions to an applicant whether the tract or parcel of land is restricted by any recorded covenant that is contrary to, conflicts with or prohibits the permitted activity.**

**(B) If a local planning agency has actual notice of a restrictive covenant on a tract or parcel of land that is contrary to, conflicts with, or prohibits the permitted activity;**

- 1. in the application for the permit;**
- 2. from materials or information submitted by the person or persons requesting the permit; or**
- 3. from any other source including, but not limited to, other property holders, the local planning agency must not issue the permit unless the local planning agency receives confirmation from the applicant that the restrictive covenant has been released for the tract or parcel of land by action of the appropriate authority or property holder or by court order.**

**(C) As used in this section:**

- 1. ‘actual notice’ is not constructive notice of documents filed in local offices concerning the property, and does not require the local planning agency to conduct searches in any records offices for filed restrictive covenants;**
- 2. ‘permit’ does not mean an authorization to build or place a structure on a tract or parcel of land; and**
- 3. ‘restrictive covenant’ does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land.”**