



Charleston County Zoning & Planning Department  
**Minor Subdivision (4 or fewer 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  
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Lonnie Hamilton III Public Services Building  
4045 Bridge View Drive, Suite A103  
North Charleston, SC 29405

**SUBDIVISION AFFIDAVIT**

**NOTIFICATION CONCERNING ADDRESS AND STREET NAME CHANGES**

I, \_\_\_\_\_, am the property owner/authorized signatory  
(Print Name(s))

of Parcel Identification Number(s) \_\_\_\_\_,

located at \_\_\_\_\_. I understand that the  
(Address)

proposed subdivision of Parcel Identification Number(s) \_\_\_\_\_

may affect one or both of the following (please check all that apply):

- The address of my property; and/or
- The name of the road/easement through which I access my property.

\_\_\_\_\_  
(Property Owner Signature(s))

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name(s))

*Affidavit required per ZLDR Section 8.10.3, Effect of Subdivision on Existing Addressed and/or street names  
(see back of affidavit)*

**For Staff Use Only:**

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

### **8.10.3 EFFECT OF SUBDIVISION ON EXISTING ADDRESSES AND/OR STREET NAMES**

The process of subdividing property and/or creating access to a lot(s) may affect the addresses on the subject property and/or adjacent properties and may affect the names of existing roads and/or easements. It is the responsibility of the applicant to ascertain from the Planning Department and Charleston County Consolidated Dispatch Center (CDC) if the proposed subdivision will impact existing addresses or road/easement names and comply with the following requirements prior to Final Plat approval:

- A. If the proposed subdivision will affect addresses on the subject property and/or adjacent properties, the applicant must submit affidavits signed by all owners of all affected properties stating they are aware of the pending address changes and understand that their addresses will be changed by the CDC following approval and recording of the proposed subdivision.
- B. If the proposed subdivision requires existing roads or easements to be named or renamed, the applicant must work with affected property owners to file a road name/road name change petition, along with a plat showing the proposed location of the road/easement to be named/renamed, with the CDC for review and approval. Upon approval of a road name by the CDC, the applicant shall submit to the Planning Department a revised plat showing the road/easement name in the approved location, the road name/road name change petition, and documentation of the CDC approval. If such road naming/renaming results in the changing of addresses, the requirements of subsection A above shall also apply.





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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.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(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)

\_\_\_\_\_  
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.”**