



CITY OF HANAHAN

MINOR LAND DEVELOPMENT PLAT APPLICATION

Building and Codes Department
1255 Yeamans Hall Road
Hanahan, SC 29410
(843)885-5045
www.cityofhanahan.com
lee.lawson@cityofhanahan.com

Applicant		Property Owner	
Name:		Name:	
Phone:		Phone:	
Mailing Address:		Mailing Address:	
E-mail:		E-mail:	
City 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. Digital files of the Subdivision Plat signed by a surveyor registered in South Carolina. Paper copies will be required upon approval.			
<input type="checkbox"/> 2. Recorded deed showing proof of property ownership.			
<input type="checkbox"/> 3. Pursuant to S.C. Code § 6-29-1145, is this tract or parcel restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the activity described in this application?			
<input type="checkbox"/> 4. An Application Review Fee as determined by the City of Hanahan Master Fee Schedule. Checks made payable to the City of Hanahan.			
Note: A Pre-Application Meeting is recommended before Application submission. Paper copies will need to be submitted before the recording of the subdivision.			
Disclaimer:		The City of Hanahan 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			
Received By:		Date Received:	
Approved By:		Date Approved:	

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PROCESS

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

Step 1. Pre-Application Meeting	Applicant & Staff
Before the filing of a Minor Land Development Plat Application, the Applicant is recommended to consult with the City Planner or 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 Land Development Ordinance.	
Step 2. Application	Staff
Upon receiving input from Staff at the Pre-Application Meeting, the Applicant shall submit the Minor Land Development Plat Application, fee, and required submittal materials to the City Planner or designee to review for completeness.	
Step 3. Review by City Planner	Staff
The City Planner determines that the Minor Land Development Plat Application is complete, they will review the plat and prepare written comments of the review and send them to the Applicant. Once a revised draft of the plat (if needed) is submitted, the City Planner will forward it to the Planning Commission.	
Step 4. Planning Commission Meeting	Planning Commission & Staff
A public meeting shall be held for the Planning Commission to review and discuss the Minor Land Development Plat Application. The Applicant may be directed to address comments and resubmit the application to the City Planner. If applicable, upon resubmittal, the application materials will be reviewed for compliance with the Planning Commission's directives	
Step 5. Issue Subdivision Plat	Staff
Once all the comments are addressed, the application will be sent to the City Planner for approval to record.	