



**City of Mount Pleasant**  
"Experience Our History.....Explore Our Possibilities"  
**Department of Planning and Zoning**



## Procedures For Planning Commission & Administrative Review

**A letter of availability for Water and Sewer is required, applicant pays the Consultant fee. (to be determined) Concept Plan Required**

- a. Minor Subdivision (< 5 lots)
  - i. Pre-application conference including submittal of a sketch plat or survey.
  - ii. Secure approvals from other public agencies and any affected utility districts or companies.
  - iii. Submittal of final plat for approval of Planning Commission.
- b. Major Subdivision (> 5 lots)
  - i. Pre-application conference including submittal of sketch plat.
  - ii. Submittal of preliminary plat for approval of Planning Commission.
  - iii. Secure approvals from other public agencies.
  - iv. Submittal of the final plat.

### **SKETCH PLAT - to scale no smaller than (1" = 200') \$350**

Concept plan for design purposes and should be used to discover all factors which may have an impact on the proposed development.

1. Scale drawing and names of the adjoining property owners
2. Size of the original tract (s) being subdivided
3. Existing legal ROW or easements, and any other encumbrances affecting the property
4. Approx. topo of site, at no more than five (5) foot intervals extended to adjacent properties
5. Areas prone to flood, including fringe areas (current FIRM map)
6. General public way and lot patterns
7. Proposed phasing; if applicable
8. Vicinity map of property and Zoning Classification
9. Date and approx. north point, names of owner and plat designer

### **CONSTRUCTION PLANS - to scale no smaller than (1" = 50') \$500.**

Maps or drawings accompanying a subdivision plat showing the specific location and design of improvements to be installed. Must precede actual construction, and be prepared and stamped by a civil engineer.

1. Profiles showing existing and proposed elevations along center lines of all public ways

2. Elevation along the center line of the existing public way within one hundred (100) feet where a proposed road intersects and existing public way (s)
5. Approx. radii of all curves, lengths of tangents, and central angles on all public ways. Proposed public ways where such are required. Horizontal stationing shall be at fifty (50) foot intervals and cross-sectional elevations shall be to an accuracy of one tenth (1/10th) foot vertical on a line at right angles to the center line of the public way at the following points: the center line of the public way, each property line, and points of twenty-five (25) feet inside each property line
6. Plans and profiles indicating the locations and typical cross-section of public way pavements, including curbs and gutters, sidewalks, drainage easements, ROWs, manholes, and catch-basins
7. Location of public way signage
8. Location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, and fire hydrants showing connection to any existing or proposed utilities
9. Exact location and size of all water, gas, or other underground utilities or structures
10. Location, size, elevation, and other appropriate description of any existing facilities or utilities including but not limited to; existing public ways, sewers, drains, water mains, easements, water bodies, streams, and other pertinent features such as; swamps, railroads, buildings, and features noted on the land development plan or major street or road plan
11. Water elevations of adjoining lakes or streams and the approx. high - and low - water elevations of such lakes or streams. All elevations shall be referred to the U.S.G.S. datum plane
12. If the subdivision borders a lake, river, or stream, the distance and bearings of a meander line established not less than twenty (20) feet back from the ordinary high-water mark
13. For subdivisions that contain flood prone areas or an area known to be subject to flooding the following is required:
  - Plans in triplicate drawn to scale showing the nature, location, dimensions, an elevation of any part of the subdivision within a flood prone area; existing or proposed structures or building sites, fill, storage of materials and flood-proofing measures, as specified in the regulations; and the relationship of the above to the location of the stream channel, floodway, floodway fringe, the regulatory flood elevation (current FIRM map) and the regulatory flood protection elevations
  - A typical valley cross-section showing the channel of the stream, elevation of land areas adjoining each side of the channel, cross-sectional areas to be occupied by the proposed development, and high-water information
  - Surface view plans showing elevations and contours of ground
  - Pertinent structures, fill, or elevations of public ways
  - Water supply, sanitary facilities, soil types, and other pertinent information
  - Specifications for building construction and materials, flood proofing, filling, dredging, grading, storage of materials
  - Contours at the same vertical interval as on the preliminary plat
  - In addition to the other requirements of this section, construction plans for condominium subdivisions shall contain “as built” drawings of all underground utilities, regardless of proposed ownership, and the construction design of all public facilities which are proposed for dedication to the governing body
  - A notation of construction plans approval by appropriate persons or governmental representatives
  - Title, name, address, stamp and signature of engineer who prepared the plans
  - Date of plans, to include any revision dates
  - An erosion and sediment control plan shall be prepared for each development required to submit construction plans.

**PRELIMINARY PLAT – to scale no smaller than (1” = 200’)**

1-4 lots            \$200 plus \$75 each additional lot    Minor  
 5 lots or more \$500 plus \$50 each additional lot    Major

Drawing (s) indicating the proposed manner of layout of the subdivision. Prepared by a surveyor, landscape architect, architect, land planner, or a civil engineer. This plat may be used for the final subdivision plat and should be permanently reproducible.

1. Location of property with respect to surrounding property (s) and public way (s)
2. Names of all adjoining property owners or the names of adjoining developments
3. Names of adjoining public ways
4. Location and dimensions of all boundary lines of the property figured to the nearest hundredth (100th) of a foot
5. Location of existing public ways, easements, water bodies, and other pertinent features, such as; swamps, railroads, buildings, parks, cemeteries, drainage ditches, and bridges
6. Locations and width of all existing and proposed easements, alleys, other public ways, and building setback lines
7. Location, dimension, and area of all proposed or existing lots
8. Culverts, driveway tiles, associated drainage structures sized along with necessary easements, electrical and telephone easements
9. Position of all existing or proposed buildings within proposed condominium developments
10. Location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation and purpose thereof, and conditions, if any, of the dedication or reservation
11. Areas prone to flood, including fringe areas (current FIRM map)
12. Name and address of the owner (s), the sub-divider if other than the owner, and the surveyor or other person preparing the plat
13. Date of plat, the approx. true north point, scale, and title of the subdivision
14. Sufficient data to determine the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground
15. Zoning classification of all zoned lots, as well as an indication of all uses other than residential
16. Distance and bearing of one of the corners of the boundary to the nearest intersection of existing public ways and to the original corner of the original survey of which it is a part
17. Key map showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least one-half (1/2) of the suggested scale:  
(1" = 1,000')
18. Contours at vertical intervals of not more than two (2) feet where the proposed subdivision has an average slope of five (5) percent or less, or at vertical intervals of not more than five (5) feet where the average slope exceeds (5) percent (to be field surveyed or taken from aerial photographs)
19. Map parcel numbers as recorded on the land tax maps of the county

Required notations:

- a. Explanation of drainage easements
- b. Explanation of site easements
- c. Explanation of reservations
- d. For any lot where public sewer or water systems are not available, the following
  - Areas to be used for sewage disposal and their percolation results, or if the planning commission desires, any other acceptable data to show that the site can be served effectively by septic tanks
  - Water wells (existing and proposed)
  - Rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topo features

**FINAL PLAT to scale no smaller than (1" = 100')**

1-4 lots	\$200 plus \$75 each additional lot	Minor
5- lots or more	\$500 plus \$50 each additional lot	Major

Final map or drawing and accompanying materials, which if approved, is recorded with the County Register of Deeds. Shall be prepared on transparent drafting material at a scale no smaller than (1" = 100'). The use of an appropriate smaller scale may be permitted for lots larger than (2) acres. When more than one sheet is required, an index sheet shall be filed showing the entire subdivision with the sheets numbered sequentially. Construction plans, if required, shall have been approved prior to approval of the Final Plat.

1. Location of the property to be sub-divided with respect to surrounding property (s) and public ways
2. Names of all adjoining property owners of record or the names of adjoining developments
3. Names of adjoining public ways
4. Exact boundary lines of the tract, determined by field survey, showing angles to the nearest minute and distance to the nearest one hundredth (1/100th) of a foot. A distance and bearing shall be provided which will link a point on the boundary of the subdivision to a monument in the ROW of the nearest prominent public way intersection
5. Location of all public ways, easements, water bodies, large streams or rivers, railroads, parks, and cemeteries
6. Limits of floodway and floodway fringe areas and the regulatory flood elevation and regulatory flood protection elevation
7. Location and width of all easements and ROWs for public ways, as well as building setback lines on all lots
8. Location, dimensions, and area of all lots. All dimensions shall be field run to the nearest one hundredth (1/100th) of a foot and angles to the nearest minute. Lot areas shall be shown to the nearest tenth (1/10th) of a square foot
9. The location, area, and dimensions, to the accuracy set forth in item 8 above, of all property to be set aside for park or playground use or other public or private reservation, with a designation of the purpose thereof, and conditions, if any, of the dedication or reservation
10. The final plat of a condominium subdivision shall contain, in addition to the other information required by this section:
  - An "as-built" building location and boundary survey, the "American Land Title Association" or other similar standards, showing complete and accurate dimensions and angles of the boundary of the parcel (s) on which the subdivision is located, together with the exterior dimensions and locations relative to those boundaries of the building (s) which constitute the subdivision
  - A datum plane or other suitable vertical location reference. In meeting these requirements, it is only necessary that the upper and lower limits of each level of each condominium unit be identified specifically in relation to the vertical reference
  - Copies of deed covenants, the charter and by-laws of any homeowner's association established
11. The name and address of the owner (s) of the land being sub-divided
12. The name and address of the sub-divider if other than the owner
13. The name and stamp of the land surveyor or other person preparing the plat
14. Date of plat, approx. true north point, scale, and title of subdivision
15. Sufficient data to determine the general location, bearing, and length of all lines necessary to reproduce such lines upon the ground. This shall include the radius, central angle, and tangent distance for the center line of the curved public ways and curved property lines that are not the boundary of curved public ways. The location of all monuments and pins shall be indicated on the plat

16. The names of all public ways
17. Zoning classification of all lots, as well as an indication of uses other than residential proposed by the sub-divider
18. Total acreage and lot numbers where required
19. The line size and location of water and sewer facilities
20. Location of all fire hydrants
21. Diameter and width of all driveway culvert
22. For any lot where public sewer or water systems are not available, the following:
  - a. Areas to be used for sewage disposal
  - b. Water wells (existing or proposed)
23. Applicable certifications in the form reproduced in this section shall appear upon the final plat. All required certificates shall bear the signature of the approving or authorizing agent at the time of the application for final plat approval, except that the form for endorsement of the planning commission's approval for recording shall appear unsigned at the time of application for approval
24. State Department of Health and Environment, public water and sewer design layout and approval stamps, if applicable; also, actual design plans for filing appropriate governmental representative's office
25. Commitment notes may be printed or stamped on the final plat reflecting location and dimension of easements, or extent of other agreements or factual data, in lieu of drafted illustration when applicable, and as approved by the Planning Commission