

# MAJOR SUBDIVISION APPLICATION



-THE CITY OF-  
**EASLEY**  
SOUTH CAROLINA

## SITE/PROPERTY LOCATION:

Property Address: \_\_\_\_\_

Tax Map Number(s): \_\_\_\_\_

## APPLICANT/DEVELOPER:

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## PROPERTY OWNER (if different from Applicant):

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

## PROJECT ENGINEER:

Mailing Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name of the Subdivision: \_\_\_\_\_

Type of Subdivision/Application (please check the appropriate box):

☐ Standard/Conventional Subdivision

☐ Major Change to a Major Subdivision

☐ Cluster Development Subdivision

☐ Minor Change to a Major Subdivision

☐ Other: \_\_\_\_\_

Number of Lots Proposed: \_\_\_\_\_

Total Site Acreage: \_\_\_\_\_

Submittal Checklist\*: ☐ Site Plans – 4 printed copies/1 PDF copy (see attached preliminary plat checklist)  
☐ Application Fee (\$2,000 or \$20 per lot - whichever is greater)  
☐ Pickens County School Board Comments  
☐ Approved Capacity Forms for Water and Sewer  
☐ SCDOT Comments (if applicable)  
☐ Traffic Impact Analysis (if applicable)

\*Staff reserves the right to request additional information and/or materials as necessary

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. I authorize appropriate public notice signs to be posted on the subject property and for appropriate City staff to enter onto the property. I additionally consent that the information presented in this application is public information and consent that the Easley Planning Commission may review this application and accompanying materials in front of the public.

\_\_\_\_\_  
**Property Owner Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

## FOR CITY STAFF USE ONLY

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

☐ Complete Date: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Comments: \_\_\_\_\_

Permit #: \_\_\_\_\_ PC Review Date: \_\_\_\_\_

☐ **APPROVED** (☐ with conditions) ☐ **DENIED**

City of Easley Planning & Development Department  
220 NW Main St ♦ Easley, SC 29640

# MAJOR SUBDIVISION PRELIMINARY PLAT CHECKLIST



-THE CITY OF-  
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Plans shall be submitted to the City of Easley on sheets not larger than 36 inches by 24 inches and in a scale of not less than 1 inch to 100 feet.

All plans must include the following sheets. Each sheet must include the following:

- ☐ Each sheet must be sealed with the name, signature, date, and state registration number of the licensed professional that prepared that sheet.
  - ☐ Each sheet must include a scale, north arrow, and legend.
  - ☐ Each sheet must include the date that sheet was prepared and a “revision box” that depicts the dates that any revisions were made.
1. **PROJECT INFORMATION** shall be listed on a cover sheet or the preliminary layout sheet and must include the following:
- ☐ Project name formatted as: “Preliminary Plat of [SUBDIVISION NAME];
  - ☐ Address and tax map number(s) of the subject property;
  - ☐ A vicinity map showing the location of the proposed subdivision;
  - ☐ Name and contact information for the property owner and developer;
  - ☐ Name and contact information for the design professionals that prepared the plans including civil engineer, land surveyor, landscape architect, and any other applicable design professional;
  - ☐ The total area (in acres) of the land proposed for subdivision;
  - ☐ The total number of lots proposed;
  - ☐ The linear length (in miles or feet) of new roadways proposed;
  - ☐ The total area (in acres) of open space proposed and the area (in acres) of the open space that meets the criteria for “developable acreage”;
  - ☐ The existing zoning classification of the subject property;
  - ☐ The building setback requirements; and
  - ☐ The calculations of off-street parking required and the number of off-street parking spaces that will be provided.
2. **BOUNDARY SURVEY** prepared by a registered land surveyor licensed to practice in the State of South Carolina. The boundary survey must include the following:
- ☐ The bearings and distances of all property lines;
  - ☐ The location, name, pavement width, and right-of-way width of all adjacent roadways;
  - ☐ The location and width of all existing sidewalks on or adjacent to the subject property;
  - ☐ The location, type, and width of any recorded easements or rights-of-way on or adjacent to the property;
  - ☐ The location of any water courses, wetlands, marshes, flood plains, flood ways, and similar hydrological features;
  - ☐ The location and dimensions of any existing houses, barns, vertical structures, cemeteries, or other significant features on the property;
  - ☐ Existing topographic contour intervals not greater than 12 feet; and
  - ☐ The address and/or property owner names of adjoining properties.

# MAJOR SUBDIVISION PRELIMINARY PLAT CHECKLIST



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3. **PRELIMINARY LAYOUT** that includes the following:

- ☐ The lot number for each lot;
- ☐ The area (in square feet) of each lot;
- ☐ The length of each lot line (in feet) for each individual lot;
- ☐ The location, name, type (public or private), right-of-way width (in feet), and pavement width (in feet) of each new roadway or street;
- ☐ The location and type of traffic control devices that will be installed;
- ☐ The location and design of road improvements that will be constructed;
- ☐ The location and width of all new sidewalks and crosswalks;
- ☐ The location and dimensions of any new parking areas;
- ☐ The location and type of community facilities such as amenities and cluster mailbox units; and
- ☐ The location and area (in acres or square feet) of each open space tract that will be provided.

4. **BASIC GRADING AND DRAINAGE PLAN** that includes the following:

- ☐ The anticipated location of each catch basin, storm water piping, and detention/retention pond;
- ☐ The location and width of each drainage easement;
- ☐ A basic grading plan that shows an approximation of how the topography will be altered;
- ☐ The location, width and height of any proposed retaining walls.

5. **BASIC UTILITY PLAN** that includes the following:

- ☐ The names of the utility providers for the property including water, sewer, electricity, and natural gas;
- ☐ The location and size of existing sanitary sewer lines and water main lines on adjacent tracts (if water mains and sewer lines are not on or adjacent to the subject property, please indicate the direction, distance to, and size of the nearest accessible lines);
- ☐ The location and size of proposed sanitary sewer lines and water lines; and
- ☐ The location and width of each utility easement.

6. **BASIC TREE PRESERVATION AND LANDSCAPE PLAN** that includes the following:

- ☐ The location and size (in acres) of tree preservation areas;
- ☐ An estimation of the number of trees that will be preserved;
- ☐ The size and design of buffers along the perimeter and frontage of the project;
- ☐ The location and number of trees that will be planted along streets, in buffer areas, in parking areas, and in other community areas.