



Final Plat Submittal Packet Checklist

IMPORTANT INFORMATION

PLEASE NOTE: TO ENSURE THAT THIS APPLICATION IS NOT DELAYED DUE TO INCOMPLETE OR MISSING INFORMATION:

1. Final plat applications must be submitted in the [Cityworks Online Portal](#).
2. Final plat application fees must be paid prior to plat review.
3. Final plat submittals shall comply with any applicable approval conditions outlined in the approval letter and the Specific Requirements sheet provided after Planning Commission approval.
4. Any departure from the approved preliminary plan on file such as a change or modification to the number of lots/units, ingress and egress points, open space/common areas, layout, or buffers etc. shall require a revised preliminary application for review and approval prior to uploading a grading permit or final plat application.
5. If required submittal documents have been submitted for a prior phase, these documents shall also be submitted with each subsequent phase (ex. a final water letter covering the entire development)
6. No final plats will be recorded without receipt of final water and sewer acceptance letters from the service providers but may be submitted at any stage of the review process.

Initial Review Items

- Paid Application Fee
- Electronic copy of Final Plat, to include the following:
 - Preliminary Plan case # (PP-20XX-0XX)
 - Metro Connects [verbiage](#) on Final Plat (if applicable).
 - All plats should have a scale of 1"=100' or greater (townhomes should have a scale of 1" = 30'.
 - For projects zoned FRD, PD, POD or NC, provide completed [development summary table](#).
 - If part of a Phased Development, include approved Preliminary Plat with proposed layout of the Phases.
- Completed road dedication form with original signatures and notaries.
- Draft partial mortgage release for dedicated right of way shown on the plat, if property is encumbered.
- Draft or recorded declaration of POA/HOA covenants and restrictions (CCRs). CCRs shall include maintenance and responsibilities for detention ponds and common area and reference open space easement, if applicable.
- Active and approved SCDOT encroachment permit. (If applicable)

- Draft or recorded open space easement (if Cluster Development)
- Final water letter (if available)
- Final sewer letter (if available)
- Completed [financial security application](#) and paid fee in [Cityworks Online Portal](#)
 - Submittal items include: application, fee, and itemized cost estimate certified by the engineer of record.
 - Streets must have a drivable surface and street signs with road names and numbers must be completed for cost estimates to be reviewed and approved.
 - Cost estimates shall include utility completion estimates for water valve adjustments and sewer manhole adjustments only.
 - For Subdivisions within the unincorporated areas – financial security is required for subdivisions served by public or private roadways; private drives are exempt.
 - For Subdivisions within a municipality – financial security is required for subdivisions served by public roadways, private roadways and private drives.
 - Applications shall include contact information for applicant, owner, and engineer.
 - If financial security will be a Letter of Credit, the bank information on the application shall be completed.
- Land Development Division or respective municipality road acceptance memo, if financial security is not posted.

Final Review Items

- Recorded Open Space Easement (if Cluster Development)
- Road Dedication form and partial mortgage release (if applicable)
- HOA Restrictive Covenants
- Digital Plat in dwg, dxf, or dgn format referenced by SC State Plane Coordinates.
- Final water letter that service lines have been installed according to the provider's construction plans and specifications except water valve adjustments.
- Final sewer letter that provider agrees to own and maintain service lines.
- Financial Security Instrument. See link for [accepted forms of financial security](#).