

## Planning & Development Department

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## MINOR SUBDIVISION OR RECOMBINATION PLAT CHECKLIST

### WHEN TO USE THIS PROCESS

**Minor subdivisions** are reviewed by staff to ensure that the new lots that are created meet the City's standards regarding zoning, infrastructure and utilities.

**Recombination plats** are reviewed by staff for the same reasons, but instead of creating lots, they combine existing lots into larger tracts of land.

Use this checklist when you are:

- ✓ Proposing to create or combine three or fewer lots
- ✓ Not proposing to create a new road or modify an existing road right-of-way

### When To Use A Different Application Process

- Use the [Preliminary Plat Checklist](#) for the subdivision of four or more lots or if you are proposing to create any new roads or modify any road right-of-way.
- If the subdivision is also associated with a plan to develop the property, also see the [Sketch Plan Checklist](#) to get started with that process.

### APPLICATION PROCESS

1. If the purpose of the plat is to combine land, **take care of any property ownership issues** before submitting a plat for our review. While York County will *record* a recombination plat for parcels with different property owners, the County assessor's office will not actually *combine* property that it shows as having different owners.

This often comes up in the context of combining family-owned parcels. As an example, the County assessor's office would not combine these two parcels:

- Parcel A is owned by John and Jane Doe
- Parcel B is owned by Jane Doe

2. **Submit the following in PDF format** through the Online Services website at [www.cityofrockhill.com/onlineservices](http://www.cityofrockhill.com/onlineservices). Select the option to **Submit Plans** under the **Project** section of the page.

- [Site Plans and Plats Submittal Form](#)
- Subdivision or recombination plat that contains the information listed on the following pages.

3. **We will email you an invoice** for the required fees, which will be paid online. The fee is \$25.

If the surveyor does not have a City [business license](#), one must be obtained before the plat can be approved.

4. **City staff will review your plan** and send comments back to the designated contact person on the application within approximately three business days, or a bit longer for larger projects. If the plan must be revised (which is common), use the [Plan Resubmittal Instructions](#) to guide you in revising your plans.

## AFTER THE PLAT IS APPROVED

1. **Submit paper copies to the Permit Application Center.** Submit the number that you want for your records plus one additional copy for the York County Clerk of Court.
2. **City staff will stamp and sign the paper copies.**
3. **Record the signed plat** at York County Clerk of Court's office in York within 30 days of when the City has stamped and signed the plat.
4. **Email a pdf of the recorded plat to [permits@cityofrockhill.com](mailto:permits@cityofrockhill.com)** before the City will be able to issue any building permits for the property.

## MINOR SUBDIVISION OR RECOMBINATION PLAT CHECKLIST

Many regulations of the [Zoning Ordinance](#) and related documents effect site layout. Key sections that directly affect the subdivision or recombination of land are included in the chart below.

Topic	Zoning Ord. section	Notes
Lot standards	6.4-6.6	Standards regarding individual lot access and unusual lot situations such as flag lots; information regarding how to measure setbacks, including corner lots; and lot dimensions.  Lot dimensions vary by zoning district. Please note: for single-family uses, parking and other standards often require larger dimensions than are shown in the table—it is critical that you refer to the associated notes in the table before you configure lots.
Construction standards	7.3	Standards regarding required easement widths.
Riparian buffers	8.4	Standards regarding riparian buffers and steep slopes.
Nonconforming lots		Rules that apply to the subdivision or recombination of lots that exist today but that do not conform to the current City standards for lots.

**Please note:** If the land is being subdivided or recombined to allow for a future development project, it also would be helpful for you to refer to the Zoning Ordinance sections listed on the [site plan checklist](#) so that you can make sure that the parcels are large enough to support the intended use after subdivision or recombination.

The following checklist will help ensure that you are submitting a plat that meets the City's zoning, infrastructure/utilities, and building/fire code standards for a minor subdivision or recombination plat.

### PLAN STANDARDS

1. Show the boundaries with all bearings and distances. Provide spatial references to the horizontal coordinate system of NAD 1983 State Plane South Carolina FIPS 3900 (Intl Feet).
2. Show existing property lines to be abandoned as dashed lines.

### GENERAL

1. Show proposed name of project (if applicable).
2. Provide the name, mailing address, email address, and phone number of the property owner and the surveyor.
3. Include a vicinity map showing location of proposed project.

4. Include a map scale using appropriate engineer's scale, north arrow, and date.
5. Show city limit lines if adjacent to the property.

#### **EXISTING CONDITIONS**

1. Show location and right-of-way of existing streets, curb cuts, and driveways within 300 feet of the site.
2. Show location of railroads on the site and adjacent land.
3. Show location of all utility easements on or adjacent to the site.
4. Show flood hazard and floodway limits, per FEMA FIRM mapping (with 100-year flood elevations).
5. Depict any water resources subject to riparian buffer standards, delineated by type. Delineate the undisturbed buffer area and the transition area. Note that lands with steep slopes near a riparian buffer must be included in the riparian buffer.
6. Show any existing fences.
7. For each adjacent parcel, show:
  - a. land use
  - b. zoning district classifications
  - c. tax map number
  - d. property owner
  - e. development names
  - f. location and footprint of existing buildings

#### **LOT INFORMATION**

1. Show the total acreage, the smallest lot size, and the total number of lots to be developed.
2. For each lot to be created, provide:
  - a. tax map number
  - b. zoning district classification, and if applicable, overlay zone(s)
  - c. land use
  - d. lot number
  - e. lot layout with building setback lines, scaled dimensions, area in square feet, and utility easements with their width and use
  - f. the location, size, and use of any existing structures that will remain
  - g. location of water and sewer taps serving the lots

#### **CERTIFICATIONS**

The following certificates are required on minor subdivision plats. They must be signed by the appropriate party prior to recording by the York County Register of Deeds office.

##### **CERTIFICATE OF ACCURACY—*must also contain embossed (raised) seal***

I hereby state to the best of my knowledge, information, and belief, the survey shown hereon was made in accordance with the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, and meets or exceeds the requirements for a Class \_\_\_\_\_ survey as specified therein; also there are no visible encroachments or projections other than shown.

By \_\_\_\_\_

Registered South Carolina Surveyor's Number

Date \_\_\_\_\_

**CERTIFICATE OF OWNERSHIP**

*(Note: The names must be the same for recombination plats)*

I (we) hereby state that I am (we are) the owner(s) of the property shown and described hereon and that I (we) hereby consent to the subdivision and easements as shown.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

**CERTIFICATE OF APPROVAL OF RECORDING**

I hereby certify that this plat has been approved for recording by the York County Register of Deeds office.

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Rock Hill Planning & Development Director or designee