

# TOWN OF CLOVER MINOR SUBDIVISION APPLICATION

116 Bethel Street  
PO Box 1060  
Clover, SC 29710  
803-222-9495  
803-222-6955 fax

*Minor Subdivision: Any subdivision which does not involve (a) the creation of more than eight (8) lots, (b) is no larger than 10 acres, (c) does not involve the creation of any new street or substantial change of an existing street, and (d) does not require an extension of public facilities or the creation of any public improvements.*

## **Applicant Information** – please write legibly

**Owner:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Applicant:** \_\_\_\_\_

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

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Owner:     Engineer/Surveyor/Architect     Attorney  
    Prospective Buyer     Representative/Other \_\_\_\_\_

## **Property Description**

Property Address/Location: \_\_\_\_\_

Tax Map #: \_\_\_\_\_

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

Deed Recorded:      Date: \_\_\_\_\_      Book: \_\_\_\_\_      Page: \_\_\_\_\_

Plat Recorded:      Date: \_\_\_\_\_      Book: \_\_\_\_\_      Page: \_\_\_\_\_

Restrictive Covenants Recorded:     None     Yes - Book: \_\_\_\_\_ Page: \_\_\_\_\_

Reason for requested subdivision: \_\_\_\_\_

Original Number of Lots: \_\_\_\_\_      If approved, New Number of Lots: \_\_\_\_\_

Are there existing building(s) on the parcel being split?     Yes     No

Is the split parcel to be combined with an adjacent parcel?     Yes     No

**LEGAL DESCRIPTION OF LOT/PARCEL TO BE SPLIT:** (Attach a separate sheet if necessary.) Legal description shall be written utilizing a metes and bounds description.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Plat Requirements**

A plat is required any time there is a new property line(s) proposed or there is an elimination or change in an existing property line(s) not currently reflected on the York County Tax Maps. For recording purposes, a plat must be between 8 1/2 x 11 to 24 x 36. **A minimum of four (4) original plats shall be submitted of which one plat shall be 11 x 17 in size (for reproduction purposes).**

1. The dimensions of the lot(s)/parcel(s) to be split, the dimension of the lot(s)/parcel(s) that will remain after the split and all existing lot lines, showing the extent of the original parcel;
2. The abutting roadway name(s) and right-of-way widths;
3. Names and tax map numbers of adjacent property owners;
4. Any and all existing homes, garages, or other building situated on the lot/parcel to be split and on the lot/parcel that will remain. Side yard, front yard and rear yard dimensions shall be shown for those structures that exist;
5. Any and all existing wells, septic systems, ponds and drainage courses situated on the lot/parcel to be split and on the lot/parcel that will remain; and
6. Stamped by a registered surveyor. Seal must be raised.

**Information Required:**

- Legal Description and Plat(s)
- Minor Subdivision application fee (\$50 - Application fee is nonrefundable.)

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 the subject property to be inspected and this application to be heard by the Planning Commission of the Town of Clover.

Owner \_\_\_\_\_ Date \_\_\_\_\_  
(Property owner must sign this application.)

**Following approval, applicant must file the approved plat with the York County Clerk of Court, Register of Deeds, 20 West Liberty Street, Clover, SC, 29745, 803-684-8510.**

**FOR OFFICE USE ONLY:  
Application Received**

Date \_\_\_\_\_ Fee Paid \_\_\_\_\_

Application Complete?  Yes  No Resubmitted \_\_\_\_\_

Subdivision Exempt per Section 10.8?  Yes  No

If Yes, Staff  Approve  Disapprove  Approve with Conditions

Action Date: \_\_\_\_\_

If No, Staff Recommendation: \_\_\_\_\_

**Planning Commission**  Approve  Disapprove  Approve with Conditions

Action Date: \_\_\_\_\_