

# Application Submittal and Review

## Major Subdivision (Preliminary Plat)

§16.8.2, North Augusta Development Code



### **Completeness Review**

The approval process for a Major Subdivision (Preliminary Plat) application begins with a completeness review at initial submittal. Information required at initial submittal is listed on this checklist and in the North Augusta Development Code in §16.8.2. An application is determined to be complete if the application form, required fee(s) and all requested supporting documents listed herein have been submitted to and received by the City. A determination of completeness for a Major Subdivision application must be made within ten (10) days of submission of initial review materials. The applicant will be notified when an application is determined complete or if additional information is required. A compliance review by City staff will begin after all required information has been submitted. Major Subdivision Plans are subject to Planning Commission review and approval.

### **Required for all Major Subdivision Applications:**

a.	Planning and Development Application
b.	Required Fee
c.	Executed Designation of Agent form, if the applicant is someone other than the property owner, i.e., developer, consulting engineer, consulting planner, etc.
d.	A dated survey of the site referenced to the state plane coordinate system based on the North American Datum of 1983 (NAD 83). (The reference to the state plane coordinate system may not be required in older, established areas of the City).
e.	Three (3) complete sets of plans for preliminary review.
f.	Electronic copy of complete plan set. (PDF emailed or on CD/flash drive)
g.	Electronic copy (PDF) and 1 hard copy of all supporting documents.

### **Initial Review:**

h.	Site Analysis and Development Recommendations Report (§B.3.4)
i.	Water and Sewer Feasibility Study (Article 11)
j.	Landscape Plan (Article 7, Landscaping)
k.	Street Lighting Plan. If applicable
l.	Traffic Impact Analysis, if applicable (§11.7)
m.	Adequate Public Facilities Analysis, if applicable (Article 11)
n.	Parking plan, if applicable (Article 8)
o.	Signage plan, if applicable (Article 9, Signs)

The second plan submittal for a major subdivision application may be submitted after the review comments on the initial submittal have been incorporated and shall include:

### **Second Submittal and Review:**

p.	Six (6) complete sets of plans for final approval which address initial review comments plus one electronic copy (PDF) of complete plan set and any revised materials (see item g).
q.	Stormwater management plan (Article 13)
r.	Complete DHEC Construction Permit Application package, if required (Article 13)
s.	A performance guarantee and letter of credit, if required (§16.8.5.1)

### **Compliance Review**

After a Major Subdivision application has been determined to be complete, project plans are reviewed by City staff for compliance with applicable provisions of the North Augusta Development Code and other City regulations and policies. Time limits for compliance review vary by application type. The time limit for the compliance review for a Major Subdivision (Preliminary Plat) is sixty (60) days. If additional information or revised plan submittals are necessary, the applicant will be notified as soon as possible. An application is determined to be in compliance when it meets all applicable city policies, regulations and provisions of the Development Code