

Application Submittal and Review

Minor Subdivision

§16.7, North Augusta Development Code



Completeness Review

The approval process for a Minor Subdivision 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 §16.7. 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 Minor Subdivision application must be made within ten (10) days of submission. 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.

Required for all Minor 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.	Five (5) complete sets of plans for the minor subdivision. Sheet size shall be no less than 8 ½" x 11" and no more than 18" x 24".

Additional Information that May be Required Depending on Project Scope:

f.	Site Analysis and Development Recommendations Report (§B.3.4).
g.	Landscape plan (Article 7).
h.	Adequate Public Facilities Analysis (Article 11).
i.	Traffic Impact Analysis Report (Article 11).
j.	Water and Sewer Feasibility Study (Article 11).
k.	Parking plan (Article 8, Parking).
l.	Signage plan (Article 9, Signs).
m.	Building elevations.
n.	Stormwater management plan (Article 13)

Compliance Review

After a Minor 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 Minor Subdivision application is thirty (30) 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.