

# Application Submittal and Review

## Final Subdivision Plat

§16.8.3, North Augusta Development Code



### Completeness Review

The approval process for a Final Subdivision 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 §16.8.3. 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 Final Subdivision Plat 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 Final Subdivision Plat 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. | Seven (7) copies (18" x 24" sheet or larger) of the final plat consistent with the document specifications in §B.3.2 for approval and recording.   |
| e. | Electronic copy (PDF) of final plat.   |
| f. | Final plat in DWG format.  |
| g. | One paper copy final as-built plans on 18" x 24" (or larger) and in PDF and DWG format   |
| h. | Applicable requests to SCDHEC for water and sewer operating permits.   |
| i. | If applicable, a Performance Guarantee in an amount determined by the City Engineer (up to 24 month term) for any required improvements not completed prior to final plat submittal.   |
| j. | If applicable, an irrevocable letter of credit in an amount of the Performance Guarantee (125% of the cost of the unfinished improvements) for a period of up to 25 months (one month longer than Performance Guarantee term). (§16.8.5.1) |
| k. | Executed Deed of Dedication for all of the land, roads, easements and water, sewer and drainage system improvements, as applicable, in the subdivision to be owned and operated by the city (§16.8.4.1).                                   |
| l. | A Maintenance Guarantee in an amount determined by the City Engineer for a term of twenty-four (24) months from the date of approval (§16.8.5.2).  |
| m. | An irrevocable letter of credit in an amount equal to the maintenance guarantee for a period of twenty-four (24) months from final plat approval and maintenance guarantee signature(s).   |
| n. | Title Certificate for the land, streets and utility systems and lien release for all applicable liens and mortgages on land and infrastructure systems (§16.8.4.1).  |
| o. | Payment for the installation of traffic control signage, pavement markings and street identification signage in an amount determined by the City Engineer (§16.8.5.6).   |

### Compliance Review

After a Final Subdivision Plat 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 Final Subdivision Plat 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.