

**Planning & Zoning  
Department**

1301 2nd Ave. Ste. 1D-09  
Conway, SC 29526



**Phone:** 843-915-5340  
843-205-5340

**Fax:** 843-915-6340

www.horrycounty.org

## Application for Minor Plat/Sketch Plan Review

### A. General Property Information

Submittal Date \_\_\_\_\_

Name on Plat / Plan(s): \_\_\_\_\_

Tax Map Number(s) (TMS): \_\_\_\_\_

Zoning designation: \_\_\_\_\_ Current land use: \_\_\_\_\_

Has a sketch plan been reviewed for this submittal?  Yes  No

Has this plan been previously reviewed by Horry County Planning  Yes  No

### B. Project Contact

Project Contact: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_ Telephone/Fax: \_\_\_\_\_

**Does this platting action or subdivision affect multiple properties? If so all property owners will need to sign the plat**

### C. Development Information

Name of proposed development: \_\_\_\_\_ Project acreage: \_\_\_\_\_

Total number of lots/units: \_\_\_\_\_ Minimum lot size: \_\_\_\_\_

Will public water and/or sewer serve the development?  Yes  No

**Are there restrictive covenants on this property that would prohibit or conflict with this plan?  Yes  No**

**Office use only:**

Date received: \_\_\_\_\_

Taken by: \_\_\_\_\_

Dev. Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_ Roadway Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

**Distributed To**

**Date**

Engineering/ Stormwater \_\_\_\_\_

Planning \_\_\_\_\_

Fire/ Flood Control \_\_\_\_\_

**MINOR DEVELOPMENT AND PLATTING ACTION CHECKLIST**  
**(CHECK ALL ITEMS TO ENSURE THEY ARE COMPLETED)**

Number	Item	Minor Developments	Platting Action	Submitted
1	Scale not less than 1"= 200'	X	X	
2	Sheet size_minimum 11" x17"	X	X	
3	Approval Block Area 2 1/2" x 1 1/2"	X	X	
<b>Title Block</b>				
4	Type of platting action	X	X	
5	Name of development/survey	X	X	
6	Owner of record	X	X	
7	Developer	X	X	
8	Surveyor address and contact information	X	X	
9	Number of lots/units in the development	X	X	
10	Total acreage	X	X	
11	Scale (graphic and written)	X	X	
12	Date of survey	X	X	
13	Deed/plat references of last property transfer	X	X	
14	Legible location map	X	X	
15	Surveyor Certification of Accuracy	X	X	
16	Certification of Ownership and Dedication_(not required on resurveys)	X	X	
<b>General Content</b>				
17	North arrow	X	X	
18	Tax map number(s) of the property	X	X	
19	Tax map number(s) and ownership of adjacent parcels	X	X	
20	Adjacent property lines	X	X	
21	Municipal boundaries	X	X	
22	Tract boundaries of the subject property(s) being surveyed that show bearings and distances tied to state plane, if applicable, or to a photo-identifiable point with distances and bearings, or to the nearest intersection	X	X	
23	Existing public/private rights-of-way	X	X	
24	Existing/proposed easements and uses	X	X	
25	Existing buildings	X	X	
26	Existing water bodies and water courses	X	X	
27	Flood zone (showing floodplain and floodway)	X	X	
28	Proposed detention/retention basins	X		
29	Property (other than rights-of-way and easements) intended for public dedication and use	X	X	
30	Lot numbers	X	X	
31	Lot lines	X	X	
32	Lot dimensions	X	X	
33	Lot sizes for each individual building lot	X	X	
34	Phases	X	X	
35	Plat notations regarding roadway ownership & maintenance, stormwater, and drainage easements	X	X	
36	Revisions	X	X	
37	Plat book and page or deed book and page references for last property transfer of the tract being surveyed	X	X	
38	Blank statement reserved for Book and Page notations referencing recorded easements and restrictive covenants, or HOA/ POA documents	X	X	
39	Signature and seal of a registered surveyor	X	X	
40	Acreage of the remainder of the parent tract	X	X	

## SKETCH PLAN CHECKLIST

(APPLICANT, DEVELOPER, ENGINEER, OR SURVEY TO CHECK ALL ITEMS COMPLETED)

### GENERAL:

- Scale not less than 1" = 200'
- Sheet size max. 30" x 42"
- Three (3) plans

### SKETCH PLAN CONTENT:

- Proposed subdivision name
- North arrow, written and graphic scales, and
- A location map showing the relationship between development and the surrounding area
- Owner of record
- Subdivider (developer)
- Adjacent property owners, land uses, and tax map numbers
- Cross-references to county tax maps
- Zoning district (s) of project site
- Proposed project name
- Proposed rights-of-way and general lot layout
- Phase lines (if applicable)
- Proposed density and estimated number of lots or units
- Tract boundaries and total land area<sup>1</sup>
- Existing and proposed land uses throughout the development
- Existing road rights-of-way and easements
- Note regarding the intent to supply water (wells) and sewer (septic)

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Footnote 1: A sketch plan shall show the development and proposed use(s) of an entire tract of land. When a tract of land will be developed in phases, the sketch plan shall show the development and proposed use(s) of that portion which will be immediately developed. The sketch plan may show, in bubble form, those portions of the tract that will not be immediately developed provided it shows the general roadway system, acreage of each bubble, and an estimated maximum density.

This requirement may be waived when the area not intended for development is owned by an individual other than the sketch plan applicant.