

# ADMINISTRATIVE SUBDIVISION

Richland County  
Planning & Development Services

# ADMINISTRATIVE SUBDIVISION DEVELOPMENT

[www.richlandonline.com](http://www.richlandonline.com)

Administrative Subdivision – Administrative subdivisions consist of:

1. The combination or recombination of portions of previously platted and recorded lots where the total number of lots is not increased and the resultant lots are equal to the applicable site development standards set forth in Chapter 26-54.
2. The division of land into parcels of five (5) acres or more where it does not result in the creation of a new roadway or the widening of an existing roadway.
3. The combination or recombination of entire lots of record where no new road or change in existing roads is involved.
4. The division of a parcel into two (2) lots which do not result in the construction of a new road or the improvement (including, but not limited to, paving and/or widening) of an existing road; or the construction of new water facilities, other than private on-site wells; or the construction of new sewerage facilities, other than on-site septic tanks; or the construction of new storm drainage facilities, other than roadside swales and culverts; and is not in conflict with any provision or portion of the comprehensive plan, official map, or Chapter 26-54.



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**Administrative Subdivision Submittal Checklist**

*This checklist must be completed, signed, and submitted with application. ALL ITEMS ON CHECKLIST MUST BE ADDRESSED. PLEASE PROVIDE SUPPORTING DOCUMENTS OR NOTATIONS JUSTIFYING ITEMS THAT ARE NOT APPLICABLE.*

Project Name: \_\_\_\_\_ Applicant: \_\_\_\_\_

- Administrative Subdivision Review Application
- \$103.63 application fee
- Ten (10) signed and sealed plats, no larger than 24" x 36"
- Two (2) 11" x 17" reduced plats
- Restricted Covenants Form signed and dated
- Digital submission on CD to include AutoCAD file in DXF format of the plans, metadata text file and elevation text file. **If no digital is submitted, \$51.82 fee per lot, up to 5 lots. (No digital is needed for lot combinations.)**

***MAKE CHECKS PAYABLE TO RICHLAND COUNTY***

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Staff: \_\_\_\_\_ Date: \_\_\_\_\_

**DISCLAIMER:** This is not to be construed as containing all items, documents, or written information to be addressed or required by the Richland County Land Development Code (Chapter 26 of the Richland County Code of Ordinances) and/or other Richland County ordinances and laws. Project submittals that are mailed to Richland County are subject to the same review process and requirements as projects that are hand-delivered. Richland County does not assume responsibility for projects that are considered incomplete and not picked up as required.



Planning & Development Services  
2020 Hampton Street, 1<sup>st</sup> Floor  
Columbia, SC 29204  
Phone: 803-576-2180  
Fax: 803-576-2182

Check Received (Date): \_\_\_\_\_  
Check Number: \_\_\_\_\_  
Amount: \_\_\_\_\_  
Digital Submission (DXF file):  Emailed  
 Attached

## ADMINISTRATIVE SUBDIVISION REVIEW APPLICATION

(Please type or write clearly – illegible applications will be returned)

Date Submitted: \_\_\_\_\_ RC Project #: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Engineer / Surveyor: \_\_\_\_\_

Engineer's Mailing Address: \_\_\_\_\_

City, State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

Location of Proposed Development: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Size in Acres: \_\_\_\_\_ Total Number of Lots: \_\_\_\_\_

Source of Water Service: \_\_\_\_\_ Source of Sewer Service: \_\_\_\_\_

**Pursuant to the criteria in Chapter 26 of the Richland County Land Development Code, the applicant requests an exception from the subdivision requirements for the reason checked below:**

- The division of the subject property results in a combination or recombination, of previously platted and recorded lots where the total number of lots is NOT INCREASED AND the resultant lots are equal to the site development standards in Chapter 26 of the Land Development Code; or
- The combination or recombination of entire lots of record where no new road or a change in existing roads are involved; or
- The division of the land into parcels of five (5) acres or more where it does not result in the creation of a new roadway or the widening of any existing roadway.
- The division of a parcel into two (2) lots which do not result in the construction of a new road or the improvement including, but not limited to, paving and/or widening of an existing road; or the construction of new water facilities, other than private, on-site wells; or the construction of new sewerage facilities, other than on-site septic tanks; or the construction of new storm drainage facilities, other than roadside swales and culverts; and is not in conflict with any provision or portion of the comprehensive plan, official map or this chapter.

FEES:  Administrative Subdivision Review \$103.63  Digital Submission \$51.82 per lot (if no digital is submitted)

### Certification

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable County Ordinances and State Laws related to land development. I am the property owner, or have received the owner's written authorization to act as his agent regarding this matter. I understand that falsifying any information herein may result in nullification of this request and/or appropriate legal remedies.

Property Owner/Agent Signature \_\_\_\_\_ Date: \_\_\_\_\_



# RESTRICTED COVENANTS AFFECTING PERMIT ACTIVITY



I, \_\_\_\_\_, am the Applicant for a \_\_\_\_\_ permit, and I hereby truthfully disclose that the tract or parcel of land subject to said permit:

\_\_\_\_\_ is restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies.

\_\_\_\_\_ is NOT restricted by a recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies.

I further understand and agree that unless stated above, Richland County does not have actual notice of any recorded covenant that is contrary to, conflicts with, or prohibits the activity for which this permit applies. Applicant therefore agrees to indemnify and hold harmless Richland County from any Liabilities resulting from any Claims in the event that the permitted activity is found to be in violation of a recorded covenant.

As used herein:

- (1) 'actual notice' is not constructive notice of documents filed in local offices concerning the property, and does not require Richland County to conduct searches in any records offices for filed restrictive covenants;
- (2) 'permit' does not mean an authorization to build or place a structure on a tract or parcel of land; and
- (3) 'restrictive covenant' does not mean a restriction concerning a type of structure that may be built or placed on a tract or parcel of land."

\_\_\_\_\_  
SIGNATURE OF APPLICANT/AGENT

\_\_\_\_\_  
PRINTED NAME OF APPLICANT/AGENT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY/STATE/ZIP

\_\_\_\_\_  
DATE