



CHEROKEE COUNTY

Building Safety

110 Railroad Ave.
Gaffney, SC 29340

Office 864-487-2561 Fax 864-902-1100



SMALL SUBDIVISION PERMIT APPLICATION

This Form may be used ONLY if the Following Conditions are Met.

1. The Subdivision will result in the establishment of no more than five lots.
2. No portion of the Subdivision was included in a Subdivision that was created in the previous twenty four months.

Property Owner _____
 Address _____

 Phone _____

OR

Authorized Representative of Owner
 Name _____
 Address _____

 Phone _____

I hereby authorize the above person to represent me in any and all actions pertaining to this application and project.

Owner _____ Date _____

Notary _____ Commission _____

Name of Subdivision _____

Property Tax ID Number _____

Address of Subdivision Property _____

Gross Acreage of Property _____ Number of Parcels _____

Total of Disturbed Acreage _____

DHEC Permit # _____

Permit Cost _____ Check _____ Cash _____ CC _____

The undersigned hereby certifies that the above information is true and correct. Permit holder is to comply with all County, State, and Federal laws and ordinances.

Signature _____ Date _____

Requirements for Small Subdivision Review

- 1. One copy of deed or tax receipt for the subdivision property.**
- 2. One copy of land survey.**
- 3. A development plan, drawn to scale by a licensed S.C. surveyor which includes the following:**
 - a. A scale of measurement**
 - b. An arrow North**
 - c. The existing parcel boundary**
 - d. Boundaries of all proposed lots**
 - e. Acreage of all lots**
 - f. Road and easement dimensions**
 - g. Identify all roads in and leading to subdivision**
 - h. Any F.E.M.A. Floodplain areas on survey**
- 4. Copy of any D.O.T. permits for State Road encroachments.**
- 5. Copy of D.H.E.C. Storm water permits if grading more than one acre (including roads)**
- 6. After the rough grading and before any pipe installation of the subdivision roads, a meeting at the site must be held with the Ordinance Administrators, the Roads and Bridges Supervisor, the Developer, and the grading contractor.**