

ARTICLE II ADMINISTRATION AND PROCEDURES

Section 2-1. Purpose

The purpose of this Article is to establish the procedure for Planning Commission review and action on applications for development. The procedure is intended to provide orderly and expeditious processing of such applications.

Section 2-2. Administrative Responsibility

The Planning Commission shall be responsible for approving all subdivision plats and land development projects.

Section 2-3. Administrative Process

The administrative process consists of three phases: (1) pre-application, (2) preliminary application, and (3) final application.

Section 2-4. Pre-Application (optional)

For the purpose of expediting applications and reducing development costs, the developer may request a pre-application conference and/or sketch plan review in accordance with the following requirements:

1. Pre-Application Conference

At the request of the applicant, the City Administrator, Zoning Administrator, and Public Works Director shall arrange a pre-application conference to discuss requirements of this Ordinance, land development practices, proposed plans by the applicant, applicable provisions of the Comprehensive Plan and Zoning Ordinance, and related matters.

2. Sketch Plan

In addition or as an alternative to the pre-application conference, the applicant may request an informal review of a sketch plan for the proposed development. The purpose of the sketch plan is to secure advice in the formative stages of development design.

Section 2-5. Preliminary Application

1. Assignment

All applications will fall into one of four categories;

1. an exempt subdivision,
2. a minor subdivision,
3. a major subdivision, or
4. a land development proposal other than a subdivision, as defined by this Ordinance.

2. Content

An application shall include all data specified in Article III of this Ordinance which constitutes a checklist of items to be submitted for preliminary review.

3. Filing Fees

All applications shall be accompanied by the following fees, as applicable:

a. **Exempt Subdivisions** - \$25 or \$5 per lot, whichever is greater.

b. **Minor Subdivisions** - \$50

c. **Major Subdivisions** -

1. Residential: \$100 minimum, or \$5 per lot, whichever is greater.

2. Non-residential: \$100 minimum, or \$10.00 per lot, whichever is greater.

d. **Land Development proposal other than subdivision**- \$100

Section 2-6. Exempt Subdivisions

Applicants of subdivisions exempt from the requirements of this Ordinance shall nonetheless submit to the Zoning Administrator three copies of said exempt plat, drawn to the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina. The Zoning Administrator shall indicate such exempt status on each copy of the plat for recording; **“This plat is exempt from the requirements of the Land Development Ordinance of the City of Loris”** and signed by the Zoning Administrator.

Section 2-7. Minor Subdivisions

1. Applicants requesting approval for a proposed minor subdivision, as defined by this Ordinance, shall submit to the Zoning Administrator three (3) copies of a plat, drawn to the requirements of the Minimum Standards Manual for the Practice of Land Surveying in South Carolina, the prescribed fee, and evidence that no taxes or assessments are outstanding against the property.
2. If the subdivision is approved by the Zoning Administrator, the applicant shall be instructed to prepare a Final Plat as required for recording.
3. Action on the Final Plat shall be taken by the Planning Commission at its next regularly scheduled meeting, and bear the signature of the Chairman of the Planning Commission.

Section 2-8. Major Subdivisions

Applicants requesting approval of a Major Subdivision, as defined by this Ordinance, shall submit a Preliminary and then a Final Plat in accord with the following procedures (steps):

PRELIMINARY PLAT (PLAN) APPROVAL

Step 1 The applicant shall submit to the Zoning administrator 3 copies of the Preliminary Plat, including all materials stipulated by Article III.

The Zoning Administrator shall forward the Preliminary Plat to the Planning Commission, together with any staff comments and recommendations. The Planning Commission shall act on the application within 30 days of receipt of the application.

In its deliberations, the Planning Commission shall either approve, approve conditionally, or disapprove the Plat. If the Preliminary Plat is disapproved or approved conditionally, the reasons for such action shall be stated in writing and signed by the Chairman of the Planning Commission. The reasons for disapproval shall refer specifically to those parts of the Comprehensive Plan or Ordinance or regulation with which the Plat does not conform. One copy of the reasons shall be retained in the records of the Commission and one copy given to the applicant. On conditional approval, the Commission may require the applicant to resubmit the Preliminary Plat with all recommended changes before approving said Plat.

If the Preliminary Plat is found to conform to all requirements of the Ordinance, approval shall be given by the Planning Commission and shall be noted in writing by the Chairman of the Planning Commission on at least two (2) copies of the Preliminary Plat. One copy shall be retained by the Planning Commission and one copy given to the applicant.

Step 2 Effect of Preliminary Plat Approval

Preliminary Plat approval shall confer upon the applicant the following rights for one-year, unless extended by the Planning Commission, from the date of approval:

1. To proceed under the supervision of the city with the installation of site improvements; and
2. To proceed with the preparation of a Final Plat.

Preliminary Plat approval shall not authorize the applicant to sell or otherwise transfer lots or parcels within the platted subdivision.

Step 3 Final Plat Approval

Final Plat approval is an administrative action. No public notice or hearing is required in connection with approval proceedings on the Final Plat.

An applicant requesting Final Plat approval shall submit to the Zoning Administrator three copies of the material specified in Article III of this Ordinance together with an electronic copy of the Final Plat, which shall show all streets and utilities in exact location, identifying those portions already installed and those to be installed and/or certified in the amount of improvement guarantees required to assure completion of those improvements not yet installed, as stipulated in Article III of this Ordinance.

Final Plat approval shall be granted or denied within 45 days after submission of a complete application to the Zoning Administrator or within such further time as may be consented to by the applicant.

No subdivision plat, portion or phase thereof shall be accepted for filing by the Office of Clerk of Court until it has been approved by the Planning Commission as indicated on the plat by the signature of the Chairman of the Planning Commission. The signature of the Chairman shall not be affixed until the developer has completed all required improvements or has posted the guarantees required by Article V of this Ordinance.

Step 4 Effect on Final Plat Approval

Final Plat approval shall confer upon the applicant the following rights:

1. To record the plat with the County Clerk of Court, and
2. To proceed with the sale and/or transfer of lots and parcels in accord with the approved and recorded plat.