

## Maintenance Surety

The owner/developer is responsible for maintenance of all public improvements for a period of one (1) year after final plat approval or after final installation if covered under a guarantee-in-lieu.

The value of the maintenance surety will be based on 25% of the actual cost of construction of the public improvements shown on the approved as built surveys.

The maintenance surety must be in the form of a valid irrevocable letter of credit or bond issued by a financial institution with a presence or license to provide such services within South Carolina.

In cases where the maintenance surety is to cover a second phase or any additional phase of the project, the surety may be required to extend in amount and application to cover the original phase, in addition to the applicable phase, if the later phase will utilize the same public improvements as that of the original phase of the development.



## DEPARTMENT CONTACT INFORMATION

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### Planning Commission Members

Robert Ballentine, Vice Chairman

Michael Watson

Philip Smith

Jon Humphrey

Gary Stancell

Bobbie Langley

David Cox

Business Hours:

8:00 a.m. to 5:00 p.m.,

Monday – Friday

### *Department of Community Development*

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## THE SUBDIVISION PROCESS

### *Major Subdivisions*



[www.co.pickens.sc.us](http://www.co.pickens.sc.us)

This guide explains the approval process for Major Subdivisions. Such subdivisions are defined as those that either have more than ten lots or that involves any number of lots that require the construction, relocation, or change in streets.

Please refer to the UDSO for further differentiation between minor and major subdivisions.

## GETTING STARTED

### Land Use Review Application

The subdivision development process begins when the property owner, developer, or surveyor meets with planning staff and submits a Land Use Permit application. Development projects in excess of 10 lots should be submitted to the planning staff by the first Monday of each month in order for the Planning Commission to take action on the project at the following month's meeting. For any project that is less than 10 lots, the review and approval may be handled by planning staff.

## NEXT STEPS

### Submittal of Development Permit Application

A development permit application may be processed independently or in conjunction with an application for land use review. However, no action may be taken on the application until the Planning Commission has approved the land use. Keep in mind when submitting a project for review in conjunction with a land use review – you do so at the risk of the project not being approved by the Planning Commission or the Planning Commission requiring modifications to the project. Commission meeting on the second Monday of the following month. An application for a land use permit may be initiated by the owner of any property in Pickens County or by their authorized representative.

### Preliminary Plat

The Community Development department must first review and approve a preliminary plat for a major

subdivision prior to the issuance of a development permit or initiation of any land disturbing or construction activities.

The director of Community Development is responsible for administering the review and approval process. Once submitted, copies of the preliminary plat will be forwarded to the pertinent agencies for review. The director will then forward all comments back to the applicant, who will then work with each agency to resolve all issues.

ALL preliminary plats must be prepared by a registered professional familiar with land development and project construction activities.

### Developer Secures Development Permit

At this point, the developer should have already submitted, or must now submit, all necessary plans and applications to the appropriate agencies and secure all necessary permits to begin items such as:

- ❖ Installation of sedimentation erosion control devices
- ❖ Clearing and grading of roads, obtain a Grading/Stormwater Permit
- ❖ Clearing the site distances; obtain an Encroachment Permit from the County or State
- ❖ Construction of necessary turn lanes
- ❖ Soil borings to determine the suitability for wells and septic tanks; obtain a Septic Tank Permit approval letter from SCDHEC or if on public sewer from the appropriate sewer authority
- ❖ Coordination of the utility construction with the various agencies

### Development Permit Is Issued

Following satisfaction of all comments and receipt of approvals from all affected agencies, planning staff will issue a development permit authorizing development activities to begin based on the approved civil design and construction.

### Inspection of Work

Once a development permit is issued and the development of the subdivision proceeds, the various agencies involved conduct their own inspection of the

installation of the infrastructure and utilities to assure that the work performed is consistent with their specific requirements. Specific questions regarding various aspects of the subdivision development process should be addressed to the representative of the responsible agency.

### Final Plat Recorded

The developer has two options to record a Final Plat. The first option is to completely build all the infrastructure, i.e. roads, water, sewer, curb, gutter, all utilities, etc. When these have been accepted by the various public agencies, then the developer may record the Final Plat.

The second option, and the one most commonly used, is to record the Final Plat under a "Guarantee-In-Lieu". In this circumstance, the developer submits construction estimates accompanied by his engineer's certification that these estimates are sufficient to cover the cost of construction. The County engineer also reviews these estimates. The developer then may produce a letter of credit or performance bond from a recognized financial institution in the amount of 125 percent (125%) of the construction estimates. This bond allows the developer to record the Final Plat before the construction is completed.

The only infrastructure allowed to be covered under a Guarantee in Lieu is the final wearing surface of the roadway, stormwater infrastructure, curb/gutter, grassing of street shoulders, landscaping, and street striping.

### Release of Guarantee-in-Lieu

The bond is not released until all improvements are complete, as built plans have been submitted and approved, letters of acceptance from the respective agencies are on file with the planning staff, and the appropriate Maintenance Surety has been submitted.