

WHAT IS A PLATTING ACTION?

A platting action is any type of activity that involves the development, transfer, division, combination, or alteration of a parcel or tract of land not included in the definitions of major or minor development.

This brochure defines the most common types of platting actions and provides a brief summary of the submission requirements for such actions.

TYPES OF PLATTING ACTIONS

BOUNDARY SURVEYS

A boundary survey is a survey that determines the perimeter of a parcel or tract of land by establishing or reestablishing corners, monuments, and boundary lines for the purpose of describing, platting, or dividing a parcel.

LOT COMBINATIONS OR RECONFIGURATIONS

Lot combinations or reconfigurations occur when two or more lots/parcels are combined or when lots are combined and re-subdivided into an equal or less number of lots/parcels. A lot combination or reconfiguration may result in adjusting previously recorded property lines. If this occurs, the property lines that are being abandoned must be noted on the plat. If multiple property owners own the property involved in the combination or reconfiguration each owner shall sign the plat.

MORTGAGE PLATS

A mortgage plat may be prepared for the purposes of financing site improvements or for other legal purposes. Mortgage plats shall meet the platting requirements of a resurvey, or major/minor subdivision, whichever is applicable.

Specific procedures exist for mortgage plats prepared in advance of building construction for multi-family or group developments. Refer to the Article 2 of the **Horry County Land Development Regulations** for the specific requirements or the brochure titled “**Group Developments.**”

EASEMENT PLATS

Easement plats are used to record easements across a property or properties for the purposes of establishing right of access, drainage, or other purposes. The property owner(s) of record whose property or properties will be affected by the easement shall sign the easement plat.

FAMILY TRANSFERS

A family transfer plat is a plat prepared for the conveyance of property to family members. These types of platting action must meet all platting requirements of a resurvey, or major/minor subdivision, whichever is applicable.

COURT ORDERS

A court order plat is a platting action that has been order by any division of the South Carolina court system. Typical court ordered plats include estate settlement plats or condemnation plats.

A court ordered plat is exempt from the platting requirements of the **Horry County Land Development Regulations**. Any court ordered plat submitted for recording must reference the court order docket number and must be titled as a court ordered plat.

REVIEW PROCESS

Platting actions are reviewed and approved by the Planning Department. Platting actions must be prepared and sealed by a South Carolina licensed survey and meet the procedures required in Article 2, the plan/plat content requirements of Article 3, and the design requirements of Articles 4 and 5 of the **Horry County Land Development Regulations**. The Planning Department has up to 15 business days to review platting action plans/plats.

All platting actions must be approved before they are submitted for recordation at the **Horry County Register of Deeds Office**. Any required revisions to the submitted plat must be returned to the Planning Department within six months. Failure to do so will require the applicant to re-apply for minor development review.

Approved platting actions must be recorded within 120 days of the date of final approval. If the plat is not recorded within 120 days, the Planning Department approval becomes void.

GENERAL INFORMATION

This brochure is a brief summary describing “Platting Actions.” Refer to the **Horry County Land Development Regulations** for additional information on platting actions.

Copies may be obtained from the Horry County Planning Department or on the Planning Department web page of the Horry County Government website at www.horrycounty.org.

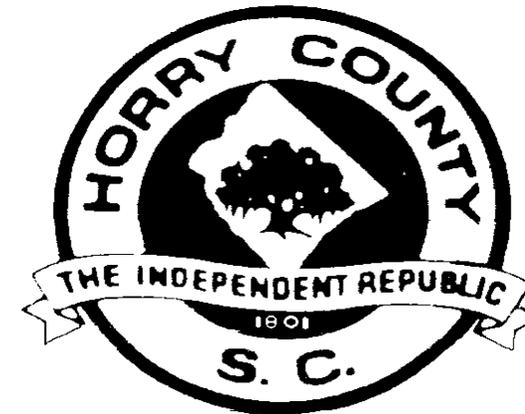
Additional brochures addressing other subjects are available.

WHAT ELSE WILL I NEED?

The following county departments and state or federal agencies may have criteria regarding platting actions. Contact the Horry County Planning Department to determine which may apply to your proposed development.

Horry County Engineering & Stormwater Department - (843) 365-2097
Horry County Zoning Department – (843) 915-5490
Horry County Code Enforcement Department - (843) 915-5090
SC Department of Transportation – (843) 365-2130
SC Department of Health & Environmental
Control (DHEC) – (843) 248-1506
SC DHEC – Office of Coastal Resource
Management (OCRM) – (843) 626-7217
US Army Corps of Engineers – (843) 365-4239
Applicable local utility suppliers

PLATTING ACTIONS



IN HORRY COUNTY

Prepared by the
Horry County Planning Department

Horry County Government and Judicial Center
1301 Second Avenue, Suite 1-D
Conway, SC 29526

(843) 915-5340
(843) 915-6340 (fax)