

## **ARTICLE 2**

### **PROCEDURES**

#### **SECTION 1: GENERAL**

The following sections are an outline of the procedure for obtaining approval for the development of land within the territorial jurisdiction of the Georgetown County Planning Commission and the County Council. The procedure for review and approval of a development plat consists of three (3) separate steps.

1. The initial step is the early informal consultation and sketch plan review with the Georgetown County Planning and Development Department for advice and assistance.
2. The second step is the preparation and submission to the Planning Office of a Development Plat of the proposed development.
3. The third step is the preparation and submission to the Planning Office of a final plat together with required certificates. The final plat becomes the instrument to be recorded in the Office of the Register of Deeds when duly signed by the Chairman of the Planning Commission.

This article provides review procedures for:

1. Major and group developments
2. Minor Developments
3. Platting Actions
4. Street Naming

#### **SECTION 2: REVIEW PROCEDURES FOR MAJOR DEVELOPMENTS**

##### **2-1. Consultation and Sketch Plan.**

###### **A. General.**

Prior to the preparation of the plans and plats required herein, the developer is encouraged to consult with the Planning Commission regarding the requirements of this Ordinance, land subdivision practices generally, and the provisions of the Comprehensive Plan. The purpose of the sketch plan is to enable the Planning Commission to assist the subdivider prior to extensive site planning and engineering work necessary for the preparation of a Development Plat and final plat as required herein.

###### **B. Review.**

Based on the information shown on such sketch plan and within no more than thirty (30) days, the Planning staff shall, as promptly as possible, advise the subdivider of the extent to which the proposed subdivision conforms to the applicable requirements of this Ordinance and shall further suggest any modifications of the plan which are deemed advisable or necessary to secure

conformance. Such advice and/or suggestions shall be mailed to the subdivider and a copy maintained as public record in the Office of the Planning Commission.

2-2. Development Plat and Application for Approval.

A. General

The subdivider shall prepare a Development Plat and submit such plat to the Planning Office to be used for the purpose of determining the adherence of the subdivision to design standards and improvement proposals.

Submission Requirements:

1. An application requesting approval of the Development Plat;
2. Four (4) copies of the plat;
3. One (1) specified digital copy (.dxf or .dwg);
4. Required supplemental material; and
5. Traffic impact analysis as required in Georgetown County Code Chapter 15, Article V.

Submitted not less than thirty (30) days prior to the meeting at which it is to be considered by the Planning Commission. *(Amended Ord. 2020-06)*

All required federal, and state permit applications shall be pending prior to submission of the Development Plat to the Planning Commission.

The subdivider must submit to the Planning Commission, as part of the application, letters addressed to each property owner within four hundred (400) feet of the subject property containing information adequate to notify such owners of the intention to subdivide, and when and where a public hearing will be held by the Planning Commission. On the back of the letter of notification, a location map showing the areas to be subdivided must be included. Such letters must be placed unsealed, stamped and addressed envelopes, ready for mailing by the Planning Commission. The Planning Commission’s address must appear as the return address on the envelopes. A list of all property owners, as reflected by the tax records, to whom letters are addressed must accompany the application.

The required letters of notification must be mailed to the affected property owners by the Planning Commission at least 21 days prior to the public hearing. The Commission Staff shall certify the mailing date. Failure to strictly comply with the notification requirements contained in this section shall not render the rezoning of the property invalid.

Conspicuous notices shall be posted on the affected property that shall be visible from each public street that borders the property. The notice shall be posted at least fifteen (15) days prior to the public hearing date.

Before approving a major development, the Planning Commission shall hold a public hearing thereon, notice of the time and place of which shall be published in a newspaper of general circulation in the County at least fifteen (15) days in advance of the scheduled public hearing date. *(Amended Ord. 2007-87)*

**B. Review**

The Planning Commission shall review and act upon the Development Plat within sixty (60) days of its submission by the applicant. If the Commission within this time takes no action, the Development Plat shall be deemed to have been approved; provided, however, that the applicant may waive this requirement and consent to an extension of said time period. Action taken by the Commission shall be at a scheduled public meeting. At this meeting the Planning Commission shall tentatively approve, approve conditionally, defer, or disapprove the plat. If the Development Plat is disapproved or approved conditionally, the reasons for such actions shall be stated in writing. On conditional approval, the Commission may require the developer to resubmit the Development Plat with all recommended changes before approving the plat.

If the Development Plat is found to conform to all of the requirements of this Ordinance, approval shall be given by the Planning Commission and shall be noted in writing on three (3) copies of the Development Plat. One (1) copy shall be given to the developer; one (1) copy shall be given to the Zoning Administrator and one (1) copy retained by the Planning Commission.

**C. Approval**

Approval of the Development Plat is conditional approval and does not constitute final approval of the plat in final form. Development Plat approval shall be authorization for the developer to proceed with submission of the Development permit for the installation of site improvements and to proceed with preparation of the final plat, but shall not authorize the sale or other transfer of lots. Approval of the Development Plat shall become void if installation of improvements is not submitted for approval within one (1) year of the date of said approval; provided, however, that the Planning Commission may waive this requirement and consent to an extension of said time period.

2-3. Final Plat and Application for Approval.

**A. General**

The subdivider shall prepare and submit a final plat to the Planning Office accompanied by an application requesting approval of the plat. Six (6) copies of the plat shall be submitted to the Planning Office not less than fourteen (14) days prior to the meeting at which it is to be considered. The final plat shall include the applicable certifications as required, that required site improvements have been install to the County's satisfaction or that an adequate financial

guarantee has been posted securing to the required site improvements. The Planning Commission may permit submission of the final plat in sections, each covering an equitable portion of the entire proposed development as shown on the approved Development Plat.

B. Review

The final plat shall conform in all respects to the Development Plat as previously approved by the Planning Commission. The Planning Commission may, however, accept a final plat so modified as to reflect any substantial changes, which have occurred on the site of the proposed development, or in its surroundings, since the time of Development Plat review.

The Planning Director or assigned designee shall review and act upon the final plat within fifteen (15) days of the date of its submission by the applicant, however, the applicant may waive this requirement and consent to an extension of said time period. The Planning Director or assigned designee may grant final approval provided that the final plat is in accordance with the approved Development Plat. Minor changes may be made as described herein. If the owner or developer is not in agreement with the Planning Staff's findings, they may request approval from the Planning Commission.

Minor Changes: Minor Changes that may be approved by the Planning Director provided that such changes:

1. Do not increase density within the development;
2. Do not change the exterior boundary of the development;
3. Do not materially change the location or amount of land devoted to a specific land use;
4. Do not significantly change the exterior appearance of structures from those shown on any plans that are submitted for review; or
5. Result in the minor shifting of buildings, proposed streets, public or private ways, utility easements, parks, or other public open spaces or other development features.

Any actions taken by the Planning Commission shall be at a scheduled public meeting and notice of the time and place of said meeting shall be sent to the subdivider whose name and address appear on or accompany the final plat. Such notice shall be sent not less than five (5) days before the date fixed for the meeting. The Planning Commission shall review and act upon the final plat within sixty (60) days of the date of its submission by the applicant, however, the applicant may waive this requirement and consent to an extension of said time period.

If the final plat and all supplementary data comply with all applicable requirements of the Ordinance, the Planning Commission or the Planning Director shall approve said plat and

approval shall be noted in writing on each copy of the final plat. If final plat is disapproved, the reasons for such action shall be stated in writing.

C. Approval

No development shall be recorded unless it bears the endorsement of the Planning Commission. After the Planning Commission has approved the final plat, Planning Staff shall return to the developer four (4) signed copies. The developer shall record the three (3) signed copies for filing in the Register of Deeds within one hundred and twenty (120) days of the date of final approval. If the subdivider fails to arrange for the recording of the plat within such period, the action of the Planning Commission shall be null and void, unless the Commission upon written request by the subdivider grants an extension of time in writing. Recording the final plat shall constitute an irrevocable offer to dedicate all streets and other public ways shown thereon to the public use (unless a notation stating that there is no offer of dedication of a certain designated street is placed on the plat by the subdivider and approved by the Planning Commission) and to dedicate or reserve, as specified by the Planning Commission, all park reservations, school sites, and other such areas to the public use (*Amended Ord 2010-05*).

The Register of Deeds will furnish the county division of Geographic Information Systems with a recorded copy of all plats filed.

### **SECTION 3: REVIEW PROCEDURE FOR MINOR DEVELOPMENTS**

#### 3-1. General.

The purpose of this section is to establish requirements for minor developments as defined in Article 1. No site work shall commence nor shall a building permit be issued for construction in a minor development until the Planning Department reviews and approves the minor development plat.

#### 3-2. Submissions.

A minimum of six plats shall be submitted to the Planning Department for review. The submitted plats shall contain the required information shown in Article 3.

#### 3-3. Review Procedure.

The Planning Department shall review all minor development plats to ensure compliance with this Ordinance and other county, state, or federal regulations. The Planning Department has 15 working days to review minor development plats.

The applicant shall correct any deficiencies found in the revised plans and obtain the letters of certification listed in Section 3-4 within six months and return the plat to the Planning Department for final approval. Failure to return the plat to the Planning Department within six months will require that the applicant re-apply for minor development review. The Planning Department may require that minor development plats be revised per letters of certification.

3-4. Letters of Certification. In conjunction with minor development plat review, the applicant shall provide the following letters of certification for minor development approval:

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The following certificates shall be lettered or printed on the face of the final plat in substantially the same form as provided in Appendix B of this Ordinance.

- A. Water Availability – The applicable public authority shall certify that public water is available to service the development or where public water is not reasonably accessible or not planned for in the future, an alternative method of water supply may be indicated and shall be approved by the Department of Health and Environmental Control (DHEC);
- B. Sewer Availability – The applicable public agency shall certify that public sewer is available to service the development, or where public water is not reasonably accessible or not planned for in the future, an alternative method of sewer supply may be indicated and shall be approved by the Department of Health and Environmental Control (DHEC);
- C. Access – Encroachments onto a private right-of-way shall require written easements agreement for access; and
- D. Wetlands – All wetlands present shall be indicated on the plat.

The Planning Department shall not approve proposed minor developments without all applicable letters of certification.

3-5. Minor Developments Lacking Adequate Public or Private Improvements.

If an applicant is required to construct public or private improvements (i.e. water, sewer, or roads) within a minor development as a condition of approval, they may be eligible to post a financial guarantee to the Georgetown County Planning Department prior to their installation. Requests to post financial guarantees shall follow the procedures established in Article 5 of this Ordinance.

3-6. Recording the Minor Development Plat.

No minor development plat shall be recorded unless the Planning Department has approved it. The Planning Department shall return to the developer four (4) signed copies. The developer shall record the three (3) signed copies for filing in the Register of Deeds within one hundred and twenty days (120) of the date of final approval. If the subdivider fails to arrange for the recording of the plat within such period, the action of the Planning Department shall be null and void and the plat will be subject to review in accordance with this Ordinance. Review fees will be recollected at the time of resubmission (*Amended Ord 2010-05*).

3-7. Revisions to Minor Developments.

Minor developments that are revised shall follow the submittal and review procedures shown above. Revisions that will result in any platted changes to an adjacent property, not previously recorded, shall require the written approval of the affected property owner(s).

3-8. Additions to a Minor Development.

If a minor development is expanded beyond ten lots within (10) years, the entire subdivision shall be improved to the requirements for a major subdivision.

3-9. Minor Developments on Adjacent Parcels.

The Planning Department as authorized by the Planning Commission, may require a proposed minor development be reviewed and approved by the Planning Commission when there is concern that approval of the proposed development may have a negative impact on surrounding property.

3-10. Streets within Minor Developments.

All public and private streets in minor developments shall conform to the standards found in Article 4 of this Ordinance. However, private streets in minor development, containing ten or fewer lots, which are to remain private, are not required to be paved. Such streets shall be improved in accordance with standards enumerated in this Ordinance and shall be inspected by the Planning Staff.

The private right-of-way shall be improved with an all weather-driving surface capable of supporting emergency vehicles.

Said right-of-way shall be shown on the plat presented for recording and shall be certified by a registered land surveyor. The notation below shall be shown on the plat presented for recording.

“This private right-of-way shall be owned and maintained by the [property owner(s), HOA, POA or other designated entity]. Georgetown County shall not be responsible for the maintenance of or the improvement to the private right-of-way.”

Roadway inspection is not required for streets in minor developments of three or fewer lots except for the purpose of assuring an all-weather driving surface is installed. Instead, the developer may utilize a shared private driveway/easement to access said parcels. Lots having frontage on an existing County or State roadway that can obtain an encroachment permit from Georgetown County or SCDOT shall not be counted as part of the maximum three lots that access the shared private driveway/easement. If an encroachment permit cannot be obtained. Such lot shall be counted toward the maximum three lots permitted to access the shared private driveway/easement. *(Amended Ord. 2017-15)*

The shared private driveway/easement shall be no less than 25 feet in width to ensure that adequate fire access is maintained. The traveled way shall be improved with an all-weather driving surface capable of supporting emergency vehicles. The applicable Fire Department maintains the ability to require clearance of low-hanging branches for vehicular access. Utility location within the traveled portion of the easement shall be at the discretion of the applicable utility provider. *(Amended Ord. 2017-15)*

A shared private driveway/easement shall serve a maximum of three lots. Subdivision of the parcel fronting along the shared private driveway/access easement beyond three

lots shall require that the driveway be upgraded to the standards of a public or private street right-of-way. Shared private driveways/easements are not eligible for dedication to the County unless improved to the standards of Article 4 of these regulations. All shared driveway/access easements must be named for 911 purposes per the requirements of Article 2, Section 5. *(Amended Ord. 2017-15)*

Only one shared private driveway/easement per roadway frontage may be installed to provide access to proposed lots. A shared private driveway/access easement shall not originate from another shared private driveway/access easement. A shared private driveway/easement may receive access from a fifty (50) foot private right-of-way. If a parcel has multiple road frontages, one shared private driveway/access easement may be installed from each roadway. Each shared private driveway/access easements can serve a maximum of three lots. *(Amended Ord. 2017-15)*

Shared private driveways/access easements originating from different roadways may be connected to form a continuous road. If such a connection is proposed, the entire roadway shall be improved to the roadway improvement standards of Article 4 of these regulations. The costs of improving the roadway shall be that of the developer proposing the connection. *(Amended Ord. 2017-15)*

Such shared private driveway/easement shall be shown on the plat presented for recording and shall be certified by a registered land surveyor. The notation below shall be shown on the plat presented for recording. *(Amended Ord. 2017-15)*

“This shared private driveway/easement shall be owned by (property owners, HOA, POA or other designated private entity). Additionally, Georgetown County shall not be requested to, nor will, accept ownership or maintenance of this right-of-way.” *(Amended Ord. 2017-15)*

## **SECTION 4: PLATTING ACTIONS**

### 4-1. General.

The following platting actions involve the development, transaction, division, combination, or alteration of land that are not included in the definitions of a major or minor development. These actions, however, require the review and approval of the Georgetown County Planning Department prior to the recordation of a plat.

Plats shall be reviewed within 15 working days after the submittal to the Planning Department. Platting action shall adhere to the submittal requirements of Article 3 and the applicable design and improvement standards of Articles 4 and 5 of this Ordinance. In addition, all plats shall conform to the “Minimum Standards Manual for the Practice of Land Surveying in South Carolina”.

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All platting actions shall be recorded within 120 days of the Planning Department approval. Plats not recorded within the 120 days shall be null and void and must be resubmitted for review prior to recording. Plats submitted for re-review shall pay all applicable fees.

All wetlands present shall be indicated on the plat.

#### 4-2. Parcel Splits.

A parcel split is defined as the division of one parcel of land into two where no new street is created. A parcel split also includes the division of land into parcels of five acres or more (including the parent tract) with no new street and existing adequate access. If the Planning Department determines that the land division is a continuance of a land division that has taken place within the previous ten years, the plat may be subject to the standards of a minor or major development.

Parcel splits shall provide DHEC or water and sewer authority approval regarding the availability of water and sewer service to the property. In the event that such written approval is not possible the following statement shall be placed on the plat for review and approval:

“The parcels shown on this plat have not received the approval of (DHEC) for septic systems. Building permits shall not be issued for these parcels based on the recordation of this plat.”

#### 4-3. Boundary Surveys.

A boundary survey includes either a resurvey or a survey of a lot of record. A resurvey is a plat where no new lot boundaries have been added, deleted, or changed from a previously recorded plat. Whereas, a survey of a lot of record is a plat where no new boundaries have been added, deleted, or changed from a recorded deed prior to the adoption of this Ordinance.

A boundary survey shall meet the standards of a platting action as shown in Article 3, except that a boundary survey shall also show and provide the following information:

- A. A surveyor certification that the plat is showing platted lot(s) of record;
- B. If applicable, a statement that the survey was undertaken to settle a property line dispute which shall be signed by all affected property owners;
- C. Plat book and page number(s) of the recorded lot(s) (Resurvey only); and
- D. Deed book and page number(s) of the recorded lot(s) (Lot of record only).

Boundary survey plats are not required to provide a DHEC approval or a water and sewer authority letter.

**4-4. Estate Plats, Family Transfers and Family Subdivisions.**

The purpose of this Section is to:

- A. Provide for the transfer of ownership for property between family members, prior to development, with a minimum of plat requirements.
- B. Provide a review process for the subdivision of family owned property and rural land.

Subdivisions that meet the following requirements may be submitted for review and approval by the Planning Department as a Family Subdivision:

- A. The subdivision meets the definition of a Family Subdivision (Section 4, Article 6); and,
- B. The subdivision results in ten (10) lots or less, of minimum lot size of one (1) acre, for the sole purpose of transferring newly subdivided land between family member(s), except that lots of less than one (1) acre existing of record as of this Ordinance may be conveyed as a family transfer and are not subject to the one (1) acre minimum; and,
- C. No development is planned or intended at the time of submission of the plat for review; and,
- D. All owners have signed the plat and Affidavit for Family Subdivision and the plat shall be accompanied by a deed and recorded with the Georgetown County Register of Deeds office; and,
- E. All other Design Standard requirements of this Ordinance and the Georgetown County Zoning Ordinance have been met.
- F. All plats for a Family Subdivision bear a “Non-buildable” stamp that conforms to Appendix B.

Except as may be exempted above, all other Estate Plats, Family Transfers, and Family Subdivisions must comply with all development regulations for parcel subdivisions and, when applicable, minor and major developments. Any subdivision that results in more than ten (10) lots shall be a major development and shall be regulated under Article 2, Section 2 of the Land Development Regulations. Exemptions for heir’s properties are addressed in Section 811 of the Zoning Ordinance. (*Amended Ord. 2023-13*)

**4-5. Court Orders.**

Court ordered subdivisions resulting in the settlement of an estate, probate, or will, shall adhere to the platting requirements of Article 3 except that the design and improvement standards enumerated in this Ordinance shall not apply.

Plats prepared to subdivide property per a court order shall meet the platting requirements of Article 3 and include the following:

- A. The estate package, probate or will number shall be clearly indicated on the plat or plan;
- B. The court order used to settle the estate, probate or will (a copy is sufficient);
- C. A note that states: “This plat has been prepared at the request of the court; and
- D. Approval of such plat does not imply or guarantee that the lots shown hereon are developable as related to current Georgetown County regulations.

4-6. Combination of Lots.

A combination or recombination of lots occurs when an owner wishes to have two or more lots combined into an equal or fewer number of parcels. Lot combinations shall meet the standards of a platting action as shown in Article 3, except that the survey shall show and provide the following information:

- A. Common lot lines shall be dashed on the plat, and a note shall specify that the common lot lines are to be “deleted upon recording of the plat”;
- B. The owner(s) of the affected properties shall sign a certification of ownership and dedication on the plat agreeing to the combination of the lots (See Article 3); and
- C. DHEC or applicable water and sewer authority approval that the combined lots meet or will meet their requirements (see Article 3)

4-7. Lot Reconfigurations.

An alteration of lot(s) occurs when a lot line is changed from a previously recorded plat. Lot alterations shall meet the standards of a platting action as shown in Article 3 provided that the survey shows or is accompanied by the following information:

- A. Common lot lines to be deleted shall be dashed in the plat, and a note shall specify that the common lot lines are to be “deleted upon recording of the plat”;
- B. The owner(s) of the affected properties shall sign a certification of ownership and dedication of the plat agreeing to the lot alteration (see Article 3, Section 5);
- C. Water and sewer authority signoff on the plat indicating approval of the reconfigured lots (See Article 3, Section 5). If one or all of the properties are serviced by a septic system, DHEC shall approve the reconfigured lots (see Article 3, Section 5); and
- D. Portions of lots affected by the reconfiguration shall be clearly identified and indicate which tax map parcel it shall be combined with.

4-8. Mortgage Plats, Lease Parcels, Land Contract Sales Parcels.

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All plats of parcels or portions of parcels prepared for mortgage, lease, or land contract sales shall meet the standards of a resurvey, parcel split, or a minor or major development whichever is applicable.

4-9. Easements.

Easement plats are used to record easements across a property or properties. Easement plats shall meet the standards of a platting action as shown in Article 3, except that the plat shall also show or be accompanied by the following information:

- A. Easements (existing or proposed) shall be clearly delineated with dashed lines marking the boundaries;
- B. The statement, “This is not a subdivision. This \_\_\_\_\_ foot easement is being (created, relocated, altered) for the purpose of \_\_\_\_\_ and will be owned by \_\_\_\_\_.”; or, “This is not a subdivision. This \_\_\_\_\_ foot easement is being (abandoned, conveyed) to \_\_\_\_\_.”;
- C. When multiple easements are being created/abandoned each easement may be numbered instead of providing the statements required in item 2, above. If numbered, a table shall be created that references each number which includes the dimensions, purpose and ownership of the easement; and
- D. All affected property owners shall sign the plat.

4-10. As-Built or Record Plans.

As-built or record plans for new utilities shall meet the standards of a platting action as shown in Article 3, except that the survey shall also show utility as-built information as required by the appropriate utility company.

As-built or record plans submitted at the request of a utility provider shall be subject to the requirements of the applicable authority requesting such plans and may require additional plan notations not required by Georgetown County. The Planning Department shall not sign as-built or record plans until the applicable authority has signed such documents.

4-11. Conceptual Phasing Plats for Group Developments.

Phasing plats shall conform to the approved phasing plan including the corresponding phase number, metes, bounds, and dimensions of each phase. Phasing plats shall meet the standards of a platting action as shown in Article 3 and be accompanied by the following information:

- A. The plat shall be clearly identified as a phasing plat of (approved project name). Phasing plats shall state the date of Planning Commission approval of the corresponding phasing plan;

- B. The statement, “The creation of this parcel(s) is to facilitate building development. The phase lines shown on this plat are in accordance with an approved phasing plan”; and
- C. The initial phasing plat submitted for a land development shall include easements accessing all remaining phases.

#### 4-12. Closing Plats for Group Developments.

Closing plats shall conform to the approved phasing plat and any previously recorded phasing plats submitted prior to the adoption of this Ordinance. Minor shifting of phase lines shall be permitted when necessary to meet other county requirements. Closing plats shall meet the standards of platting action as shown in Article 3 and be accompanied by the following information:

- A. The plat shall be clearly identified as a closing plat of (phasing plan). Closing plats shall state the date of Planning Commission approval of the corresponding phasing plan;
- B. The plat book and page number reference to the previously recorded phasing plat;
- C. Common lot lines to be deleted, due to previously recorded phasing plats, shall be dashed on the plat, and a note shall specify that the common lot lines are to be “deleted upon recording of the plat”;
- D. Statement verifying ownership and maintenance of the property (HPR, HOA, POA, property management company, etc.); and
- E. Show all existing buildings.

#### 4-13. Cemetery Lots.

Development of new or additions/expansions to cemeteries, greater than 5 acres, or additions to existing cemeteries shall require that a plat be prepared in accordance to the standards of a platting action as shown in Article 3.

DHEC or water/sewer authority approvals are not required for cemetery plats that show only individual burial plots, mausoleums or similar area for the deceased. However, if structures such as administrative offices, chapels or similar facilities are shown such approval shall be required.

In addition to the platting requirements of Article 3, cemetery plats shall include the following:

- A. A title identifying the plat as a cemetery plat;
- B. The following statement: “This plat is to document the (creation or expansion) of a cemetery and shall not be used for the sale of individual sites for building purposes except the construction of mausoleums, crematories, monuments or

other facilities (not including residential units) serving to maintain or otherwise guarantee the perpetual care of individual burial plots found within”; and

- B. When internal access easements are utilized the following statement shall be placed on the plat: “The access easements shown on this plat are non-exclusive and appurtenant. The easements will be privately maintained and are not the responsibility of Georgetown County. Maintenance and upkeep of those portions of the access drive encroaching within the (county, state, or private) road right-of-way shall be the sole responsibility of those owning land within the cemetery or their designated agent.”

## **SECTION 5: STREET NAMING REVIEW PROCEDURE**

### 5-1. Purpose

The purpose of this article is to provide a system of unique road names, which is essential to the successful implementation of the E-911 emergency services system, and is therefore, essential to the efficient and effective provision of such services as police, fire and emergency medical services.

### 5-2. Applicability

Georgetown County Planning Commission must approve the names for all unnamed roads and the renaming of existing streets in the unincorporated sections of Georgetown County.

- A. No building permit shall be issued for any house, building or structure to be erected, repaired or modified until the owner has obtained the assigned street name from the Planning Department.
- B. It shall be the duty of the Planning Department to inform property owners of the street name assigned to their property.

### 5-3 Uniform Naming System

The uniform naming system uses the following guidelines for the naming of all streets.

- A. Street name duplications shall be declared inconsistent with this article and such street name shall be changed to conform to the provisions of this article. A street name shall be declared a duplication when:
  - 1. The proposed name is given a suffix (Street, Road, Way, etc.) by the applicant, not in accordance with County Policy
  - 2. The proposed name is phonetically similar to that of an existing street name; or
  - 3. Spelling of the proposed street name is similar to the spelling of an existing street name.

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- B. Guidelines For Street Names:
1. Proper first and last names or names reflecting a religious, ethnic, or philosophical viewpoint shall not be used. Exceptions may be made for names used to honor, pay homage or names of historical significance.
  2. Short, simple names are recommended; however, unconventional names, spellings, complicated words and monikers shall be prohibited. (*Amended Ord. 2010-50*)
  3. Street names shall not exceed fourteen (14) letters, excluding the designation.
  4. Use of a naming theme in a particular area is recommended to help promote community identity and to simplify locating a particular street.
  5. Street names used within municipalities should be extended into the unincorporated areas as far as possible and practical to help establish continuity between the two areas.
  6. Names commonly used by residents are recommended as they provide easily recognized and remembered street names. Names that describe the streets location or locale are also recommended.
  7. Directions cannot be part of a road name (i.e., North, South, East and West) except when placed ahead of the name, the road is the continuation of an existing road that is not bisected by a divided or arterial roadway, and the existing road is renamed to incorporate the corresponding direction. (Ex: Streets could not be named West County Club Drive and East County Club Drive if the roads were separated by an arterial road such as Hwy 17).
  8. Abbreviations of the main title of the street or road name, such as Saint or Mountain, cannot be used.
  9. Use of apostrophes and hyphens are prohibited (ex:Chris's or Chris-Cyn).
  10. Street and road names cannot change at intersections. Continuations of existing streets or roads must use the existing name unless crossing a divided or arterial roadway.

#### 5-4. Street Naming Procedure

- A. The Planning Staff shall be responsible for providing a recommended name or names to the Planning Commission for the naming of new streets, unnamed

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- streets, streets declared inconsistent by the County or street name changes initiated by property owners.
- B. Applications for proposed names for a new road shall bear the signatures of a minimum fifty-one percent (51%) of the recorded property owners adjacent to the proposed street. No more than one owner shall sign for each recorded parcel.
- C. Applications for name changes shall bear the signatures of a minimum eighty percent (80%) of the recorded property owners adjacent to the street. No more than one owner shall sign for each recorded parcel.
- D. Any unnamed streets or street names that are to be changed should be reviewed and pre-approved by Planning Staff, County Fire Departments and 911. A public hearing and final approval by the Planning Commission is required for street name changes initiated by property owners, at the monthly meeting of the Planning Commission. Street name changes, for existing streets, initiated by property owners shall require a fee to be paid by the applicant(s) to cover the costs of reviewing and notification.
- E. Completed applications shall include a map of the subject roadway, a list of all adjacent property owners including their current mailing address, and unsealed envelopes stamped and addressed to the same and the appropriate fee based on the number of intersections.
- F. Prior to the approval and certification of any name change, the Planning Commission shall hold a public hearing thereon, notice of the time and place of which shall be transmitted by US Postal Mail to all adjacent property owners and published in a newspaper of general circulation in the County at least fifteen days in advance of the scheduled public hearing date.
- G. Proposed street names for new developments shall be submitted to the Planning Department for pre-approval. After staff review and pre-approval the names will be presented to the Planning Commission for its approval at the next scheduled monthly meeting. All proposed street name changes shall be submitted to the Planning staff a minimum of thirty days (30) prior to a scheduled meeting.
- H. Multifamily, Commercial and Mobile Home Parks: Whenever there are multiple structures on a single parcel, the access street should be named. The structures will be addressed off of said name. Homes within mobile home parks will have individual addresses, rather than lot numbers. Buildings within multifamily and commercial developments will be numbered and units assigned accordingly.
- I. The Planning staff shall record with the Register of Deeds the approved certified names(s).

5-5. Street Signs

- A. All previously named, renamed and newly created streets shall be identified by street name signs.
- B. The developer, landowner, and/or their designee shall provide signs at their expense. These street name signs may be purchased from Georgetown County, or an alternate sign may be used that meets County specifications.
- C. Streets renamed at the request of residing property owners shall be marked by new street name signs at the petitioning owner's expense. *(Amended Ord. 2008-62)*