

## TOWN OF PINE RIDGE

### GUIDELINES FOR SUBMITTING PLATS FOR THE DIVISION OF ONE LOT INTO TWO PARCELS

#### REQUIRED DATA AND INFORMATION

The following data and information is required to assist the Planning Official in reviewing and adjudicating the submitted minor subdivision plat in the most timely and efficient manner possible. Cooperation with these guidelines will expedite a determination of approval.

#### Plat Sheets

Plat sheets should be sized appropriately to convey all required plat information, notations, and certifications with adequate space provided for plat approval and recording stamps such that the plat is not overcrowded and difficult to read. In general, plat sheets sized 11 x 17 or greater are preferred.

#### Parent Parcel

When a new parcel is created from a parent parcel, the Planning Official is required to review the remaining portion of the parent parcel to determine that it complies with the applicable zoning, subdivision, and land development regulations. Therefore, the relation of the divided lot(s) to the parent lot must be clearly shown on the plat. This does not require a resurvey of the entire parent parcel. The entire parent parcel and the proposed division must be shown on the plat when feasible. The previous survey must be referenced on the plat. When the parent parcel is of a size that it is not feasible to show the entire parcel on the plat to be recorded, the surveyor may present a compiled map drawn from previously recorded documents, photographic materials, or tax maps which represent the general configuration of the parcel where partial (the subject divisions) surveying has been performed by the land surveyor preparing the map. A compiled map, if needed, must be prepared by the surveyor. Although the Planning Official may reference available Lexington County on-line mapping and data to assist the applicant, it shall not be the responsibility of the Planning Official to perform research for the data necessary to make a determination about the parent lot.

#### Existing Buildings

Any existing buildings on the parcel to be subdivided (parent parcel) and on the parcel being created shall be located on the plat with setback distances from the new property lines shown to demonstrate compliance with zoning district building setback regulations. Alternately, aerial photography or other mapping services may be used to demonstrate setback compliances when the maps clearly and definitively demonstrate setback requirements will be met.

#### Minimum Lot Size

The acreage or square footage of both the new parcel and the remainder of the parent parcel shall be provided to demonstrate that both parcels meet minimum lot size of the zoning district.

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#### **Road Frontage and Access**

Plats must clearly demonstrate that both parcels have the minimum 50 feet of public road frontage as required by the Town of Pine Ridge Zoning and Land Development Regulation (ZLDR) ordinance. Flag lots and access easement allowed under 1004.1 of the ZLDR to:

- A. to permit full use of a lot of record (existing lot) created and existing prior to the adoption of this Ordinance that does not meet the minimum 50-foot street frontage requirements.
- B. To allow access to a division of land by gift conveyed by deed from one (1) member to another member of the same immediate family i.e. (husband, wife, mother, father, children, grandchildren, brothers, sisters).

Shall comply with the provisions of the Lexington County Planning Commission Access Policy.

#### **Draft Plat**

If there are any questions or concerns of a proposed lot split meeting the ZLDR requirements, the surveyor is encouraged to submit a draft plat of the proposed subdivision for review with the Planning Official. This will help streamline the process and save time and expense.