



## GENERAL INFORMATION

1. Applicants shall submit all plats for Plat Review Committee at the Permit Center located at 2 George St. All submittals will include a cover letter, to the attention of the Engineering Division.
2. All cover letters submitted with plats, must include the following information:
  - Title of Plat
  - Firm/Surveyor Name and Address
  - Phone Number
  - Fax Number
  - Name of Contact Person
  - Email address of surveyor or contact person
3. The plat must have the firm/surveyor name, address, phone number and email address. The email address is needed to receive comments from the Plat Review Committee (PRC).
4. After first review by PRC, you will receive a plat tracking number issued by the Engineering Division.

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Note: All future inquiries regarding this plat must be referred to by the issued tracking number. This tracking number is for *Engineering use only* and not intended to be used for RMC inquiries.

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## PLATS SUBMITTED FOR FIRST REVIEW

1. All plats for first review submission shall have four (4) draft final prints for each plat.
2. Plats with numerous sheets shall have four (4) draft final prints per sheet.

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Note: Please *do not* send Mylars.

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## PLATS FOR REVISION REVIEW

1. Plats for revision review shall have the same requirements as the first review and shall also include a copy of the PRC email transmittal sheet from the previous review.
2. Plats for revision review shall include responses from the applicant to the Committee's comments.

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Note: Please *do not* send Mylars.

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# The City of Charleston

## Plat Review Committee Requirements and Procedures



### Plats for Final Submission/Recordation

1. Plats for final submission/recordation shall have five (5) final prints per plat.
2. Plats with numerous sheets shall have five (5) final prints per sheet.
3. A \$10.00 fee, via check, for each sheet of each plat to be recorded.
4. Include a copy of the PRC email transmittal sheet stating the plat is ready to be recorded.

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*Please make checks payable to Charleston County RMC or, to Berkeley County ROD – as applicable.*

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### Recorded Plat

1. Once the plat has been recorded by the corresponding County office, your firm will be notified by Engineering Division via telephone and/or email stating the book and page number, and the date recorded.