



Purpose:

As part of the dedication process, various legal and City forms must be submitted before the final plat can be filed for recording at the RMC office. The purpose of these instructions is to assist the applicant in completing the forms correctly, and to provide a comprehensive overview of the Dedication Package submittal process. For information on final plat or as-built submittals, please see our website: www.charleston-sc.gov → Public Service → Engineering.

Instructions:

Step 1 – Filling-out the forms and compiling the package.

After your plat has obtained approval from the City Plat Review Committee, you can begin the Dedication package process. When you are printing out forms and compiling the package, here are a few things to keep in mind:

- Please *do not* fill-in the date on any form, with the language: “Agreement is made and entered into this _____ Day of _____, 20____.” This information will be filled-in at the time the document is recorded at the appropriate County Office.
- Please *do not* staple any of the documents that will be notarized and/or recorded.
- **Please note: the number of plat copies has changed: please submit *only 5 copies* (As of 1/1/2017).**

Once you have all of your documents filled-out and notarized as needed, you can compile your package. Please include a checklist with the portion for the applicant fully completed. *Incomplete* submittals will not be accepted. They will be immediately returned to the applicant for completion.

Step 2 – Schedule the first review meeting to submit the package.

Once you’ve compiled your Dedication package, you can then schedule the meeting to review it with the Engineering Technician. You may call the Engineering Technician to schedule the meeting, at 843.724.3764. Please be sure to communicate what day/time you would like to try to schedule the meeting for, as well as any additional persons to include in the meeting.

Step 3 – The Review

During the meeting, the package will be reviewed for completeness. This will include a review of the following:

- Review of street names on the final plat
- Double checking that each document is provided and complete
- Verifying that bond amounts match the analyses.

As each item is checked, the Engineering Technician will mark the City portion of the checklist. Based on the outcome, the applicant will either be able to submit for recording, or will need to revise and resubmit.

Step 4 – Comments and Resubmittal

If the City finds that the package is not complete, or that a document needs to be revised, they will issue specific comments, within the checklist form, for the applicant. At the conclusion of the meeting, the applicant will be given a copy of the checklist/comments. Once you have made all the necessary revisions, please contact the Technician to schedule a meeting for a follow-up review of the package, just as you did with the first review.



Step 5 – Package is found acceptable and the plat is recorded.

If the package is found acceptable, you will be asked to leave it with the Engineering Technician, along with a recording fee for the plat. The Technician will take care of recording the plat, presenting the documents to the Director of Public Service for signatures, and submitting the documentation to Council for Acceptance. Depending on the schedule for Council meetings, this may take up to 6 weeks. If you have questions about where your package is at in the process, please contact the Engineering Technician.

Step 6 – Package is accepted by City Council and the documents are recorded.

Once the package is accepted, the other documents will need to be recorded. The Engineering Technician will notify the proper contact person of the day/time that he will be at the appropriate County office (Charleston or Berkeley) to record the documents. The applicant may then meet the Technician at the Recorder's office to write a check for each document recording fee altogether.

Any further inquiries or requests for information, may be directed to the Engineering Technician at 843.724.3764

The City of Charleston

Dedication Package Checklist

Dedication Manual
2017



Subdivision Name/Phase: _____

Submitted By (Name/Company): _____

Phone and Email: _____

Engineering Tracking Number: _____

Date: _____

Required Submission Items (Applicant is responsible for ensuring documents are complete.) C - Complete I - Incomplete R - Revise per Comments N/A - Not Applicable to Package	Status (Submitted by Applicant):	Status (Checked by City):
1. Final Plat with Plat Review Committee Approval (Five (5) originals and one (1) 11x17)		
2. Street Lighting Approval Letter (obtained from Parks)		
3. Mortgage Affidavit - if no Partial Release (MA4-2013)		
4. Partial Release - if no Mortgage Affidavit (PR8-2016)		
5. Title to Real Estate (Warranty Deed) (TRE6-2016)		
6. Affidavit for Exempt or Non-Exempt Transfers (ATET4-2013)		
7. Exclusive Stormwater Drainage Easement (ESWDE8-2016)		
8. HOA's Bylaws, Covenants & Restrictions, and all Amendments		
9. Covenants for Permanent Maintenance of Stormwater Facilities (CPMSF-2014)		

10. Final Inspection Report (provided by Engineering)		
11. Record Drawings - Provide three (3) hard copies and 1 digital copy		
12. Video of Stormwater drainage system, including documentation signed and sealed by engineer (ref. - section 2.8 of Stormwater Design Standards Manual)		
13. Final Zoning Inspection Approval		
14. Public Infrastructure Survey of Roadways (ISR1-2015)		
15. Public Infrastructure Survey of Structures (ISS1-2011)		
16. Recording Fees – Please see www.charlestoncounty.org , or berkeleycountysc.org , for fee schedules. Plat: \$ Date Rec'd: Other(s) \$: Date Rec'd:		

Bonding Items		Status (Submitted by Applicant):	Status (Checked by City):
Performance:			
17. Public Infrastructure Bonding Analysis Approval			
18. Public Infrastructure Bond Agreement (LPIBA1-2016)			
19. Public Infrastructure Bond			
20. Street Tree Bonding Analysis			
21. Street Tree Bonding Agreement (STBA4-2013)			
22. Street Tree Bond			

Bonding Items	Status (Submitted by Applicant):	Status (Checked by City):
Warranty:		
23. Two-Year Warranty Bonding Analysis Approval		
24. Two-Year Warranty Agreement (TYWAPI8-2016)		
25. Two-Year Warranty Bond		
26. Street Tree Warranty Agreement (WAST9-2016)		
27. Street Tree Warranty Bond		

I hereby acknowledge by my signature that this application and submittal are complete and accurate. I understand that additional information or clarification may be requested during the review process prior to approval. I understand that incomplete submittals will not be accepted.

Name
(Applicant Signature)

Date

Acting as the agent for the City of Charleston, I hereby certify that this dedication package has been checked for completeness and accuracy and is acceptable according to the standards and requirements set forth by the City of Charleston for the Dedication Process. This package:

- Is Acceptable
 Requires Revisions and Resubmittal

Name
(Engineering Technician or Other City Representative)

Date