



## BERKELEY COUNTY PLANNING COMMISSION

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### MEMORADUM

From: Mike Thompson, Planning Director

To: Roundtable Participants

Date: August 7, 2012

Subject: Change in Policy for Minor Plat approval Signature

#### Summary:

The planning commission a number of years ago authorized the planning staff to approve minor subdivision plans upon completion of staff's review ensuring all applicable requirements had been met.. This process is consistent with the 2004 subdivision ordinance, which specifically stated staff, had the ability to do so.

This process has gone well, but there has been one inconsistency. Minor plats that were prepared on 24" X 36" sheets still needed to be signed by the president even though the process and information was the same .In effect, the size of the sheet the plan was drawn on dictated a different approval process.

At their regular meeting on August 6, 2012, the planning commission adopted a revised Policy with regard to signing of all minor plats as follows:

#### **Policy Regarding the Signing of Minor Plats**

**The Berkeley County Planning Commission hereby authorizes the planning staff to sign all Minor Subdivision plats as defined in the Subdivision Ordinance on behalf of the president upon the completion of their review and verification all applicable requirements have been met.**