



# Town of Sullivan's Island

Sullivan's Island, South Carolina

## Information and Data Sheet

Sullivan's Island Building Department  
2056 Middle Street, 29482

Phone: (843) 883-5744  
Sullivan's Island South Carolina

FAX: (843) 883-3009  
<http://www.sullivansisland.sc.gov>

Town approval of all plats is required before a plat may be recorded with Charleston County Register of Deeds (ROD). The Planning Commission is charged with review and approval of all plat requests, providing the Zoning Administrator discretion for some staff level approval.

### Process for Plat Review/Approval: Preliminary & Final

1. Complete this information sheet and submit appropriate fees
2. Complete and submit Restrictive Covenant Affidavit

Submit initial package to Jessi Gress ([jgress@sullivansisland.sc.gov](mailto:jgress@sullivansisland.sc.gov) – 883-5727)

### Preliminary Plat Request: Current Fee \$295.00

Provide Staff with at least ONE (1) "to scale" plat on 11" x 17" paper.

The preliminary plat will be reviewed by various departments before presented to the Planning Commission for consideration. The monthly Planning Commission agenda is established one (1) week in advance of their monthly meeting. Therefore, you will need to have all plat issues finalized with the Town approximately ten (10) days before the meeting agenda is finalized. You may inquire with Pam Otto as to whether your plat is on the agenda.

### Final Plat Approval: Current Fee \$295.00

Once the preliminary plat has been recommended for approval by the Planning Commission and Staff has confirmed that all contingencies have been satisfied, provide the Town with Final Plat documents (six copies for recording with ROD) for Town Planning Commission endorsement.

**NOTE:** It will be the applicant's sole responsibility to have the final plat recorded with Charleston County ROD and return a copy of that recorded plat to the Town for its records. There is a \$580 refundable deposit due before pickup of final plat. Checks will be returned when a copy of the recorded plat is returned to Lisa at Town Hall.

### STAFF CONTACTS:

Zoning Administrator: Charles Drayton (883-5752) [cdrayton@sullivansisland-sc.com](mailto:cdrayton@sullivansisland-sc.com)

Planning Comm. Staff Liaison: Pam Otto (883-5744) [potto@sullivansisland-sc.com](mailto:potto@sullivansisland-sc.com)

### PROPERTY / CONTACT INFORMATION

Property Address: \_\_\_\_\_

TMS Number: \_\_\_\_\_

Legal identifier: BLOCK: \_\_\_\_\_ LOT(S): \_\_\_\_\_

Property Owner(s) Name(s): \_\_\_\_\_

General Purpose of plat approval (i.e. adjust lines, sale contingent, etc.):

CONTACT NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_ CELL #: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPERTY OWNER(S) Phone: \_\_\_\_\_ Email: \_\_\_\_\_