



## Subdivision Administration Policy Notice

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**TO:** All Engineers, Surveyors and Real Estate Developers Serving Greenville County

**SUBJECT:** Electronic Shapefile Submission Policy for Summary & Final Plats

**EFFECTIVE:** August 2, 2018

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In accordance with LDR Article 4.5, final and summary plat drawings shall be submitted as a drawing file in DWG or DXF format to the County prior to approval for recording at Greenville County Register of Deeds. Final plat files shall be submitted via the County's Cityworks online web portal. Summary plat applicants are encouraged to use Cityworks for electronic submissions but are permitted to submit files electronically via email at [subdivisioninquiry@greenvillecounty.org](mailto:subdivisioninquiry@greenvillecounty.org) or on media such as CD-ROMs and DVD-ROM disks.

Land record updates have been known to experience delays of up to two months since the required data is not readily available. Without the required data, the County is unable to maintain and improve its land records and online GIS system efficiently. Additionally, other agencies and County Departments that rely on updated land records are negatively impacted and unable to respond to customer needs such as building and utility permits.