

STORMWATER & SUBDIVISION SUBMITTAL PROCESS & GUIDELINES

Before accessing this system, you must have a Cityworks authorized user id and password. To register as a user, visit the Online Permit Development Center web page (www.greenvillecounty.org/permitting/). To begin the permitting process for your project (a.k.a. *case*), click Apply under “Permits and Applications.”

You will need to know the following:

- Applicant is the Design Professional submitting the project for review
- The project owner must apply with a physical address – P.O. Box addresses will NOT BE accepted
- Accurate e-mail addresses are required since this will be the primary source of communication
- Tax Map Number

Important Information on ‘People’ roles in the Online Permit Development Center web portal:

- Primary Permittee/Developer is the person responsible for land disturbance activities under the permit and for maintaining compliance with the terms and conditions of the C-SWPPP and SCDHEC Construction General Permit
- Owner is the current owner of the land as shown on the County’s GIS at the time of application (it may be the same as the primary permittee/developer)
- Secondary Permittee is the builder in residential subdivision that is part of a larger common plan. This section will be filled out if the residential builder will be construction on a bulk of the lots within that planned subdivision. This does not need to be filled out if sold to individual lot owners or Specialty Builders who only buy one lot at a time
- The Secondary Permittee, CEPSCI and Grading Contractor portions do not need to be completed at the time of application (if not known at that time) but can be completed prior to the SCDHEC NOI Application Approval

Once a Pre-Design Meeting has been held and approval given to submit the design package, the following must be included and submitted on our FTP site:

- Transmittal letter listing what is included in the package
- Current SC DHEC NOI Application (*ENTIRE APPLICATION)
- Primary Permittee Responsibilities Acknowledgement Sheet
- Stormwater Checklist completed in its entirety
- All items listed on the Stormwater Checklist, including:
 - Site Plans
 - Engineer Report with supporting documents indexed with a Table of Contents included and pages numbered sequentially
 - Hydraflow, SEDCAD, IDEAL files (any software program used)

If the submittal is a subdivision is a subdivision the following must also be included in the design package:

- Tax Map Number used for Subdivision Preliminary Plat Approval
- Roadway Checklist completed in its entirety
- All items included on the Roadway Checklist, including:
 - Road Plan and Profile
 - Pipe Calculation
 - Road Details
 - Sign Plan (Will be forwarded to Traffic Engineer)

IMPORTANT REMINDERS:

- All plan submittals uploaded to the permit portal will be logged into the permit system for review on the **next** business day.
- All items on the checklist must be submitted
- Any incomplete plan submission may result in an immediate rejection by Land Development Administrative Staff (i.e.: missing or unauthentic (electronic) signatures, missing fees, submittals not including table of contents, missing or unnumbered pages, or missing plans)