

## REVIEW PROCESS

1. The Family Subdivision Plat will be reviewed by Subdivision Administration and Zoning for compliance. If approved, the applicant will be notified to record the Family Subdivision Plat and the Affidavit/s at the Register of Deeds office and then return to Subdivision Administration.
2. The plat will then be routed internally to E-911 for addressing and Real Property for tax map numbers. Please allow 5 days for processing. A copy of the plat will be mailed to the applicant once routing is complete.
3. Upon completion of Step 2, Subdivision Administration will place holds on all the lots with Building Codes. All lots will remain on hold until time of development. At that time, appropriate agency approval and a Land Disturbance Permit will be required. Based on the amount of disturbance, the permit may require the services of a design professional.



## **FAMILY SUBDIVISION PROCESS**



**Greenville County Subdivision Administration**

**Land Development Division**

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## FAMILY SUBDIVISION EXEMPTION

A family subdivision is defined as the division of land into two or more new lots at one time or over a period of time where conveyance may only be to members of the immediate family of the property owner. Immediate family is defined as any person who is a:

- Natural or legally defined offspring
- Stepchild
- Spouse
- Sibling
- Aunt
- Uncle
- Niece
- Nephew
- Grandchild
- Grandparent

## MINIMUM REQUIREMENTS FOR DEVELOPMENT

- Each lot must conform to the required minimum lot size per the Greenville County Zoning Ordinance or Land Development Regulations, and/or as required by SCDHEC.
- Each lot must have direct access to a right-of-way dedicated to public use.
- In the unzoned area of the County, lots not fronting on a public road may use an unpaved shared drive.
- The proposed subdivision may not impact a floodplain.
- The lots may not violate the intent of the Subdivision or Zoning Ordinances.
- The land cannot be located in an existing subdivision (residential development).

Additional notes and conditions may be added to the plan, as appropriate, and will be discussed with the applicant.

## SUBMITTAL REQUIREMENTS

- Application
- Affidavit/s signed by the grantor and grantee under oath and penalty of perjury that identifies the family subdivision as being for the purpose of conveyance to a qualifying family member and identifying the receiving family member and the relations to the grantor. Recording Fees apply.
- Plat, signed and sealed by a Professional Land Surveyor. Recording Fees apply.



### NOTE:

*This brochure is a brief overview of the platting process for Family Subdivisions. Refer to the Land Development Regulations for detailed requirements for specific submittals.*

