



Subdivision Administration Policy Notice

December 4, 2023

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

Subject: FINAL PLAT CITYWORKS WORKFLOW

Effective: IMMEDIATELY

Beginning November 2023, the Final Plat Process has been updated in the Cityworks Portal. Moving forward, the following steps have been revised:

- (1) To aid in a more complete, streamlined and thorough reviews, we are requesting new submittal items up front. These specific items are outlined in the Final plat submittal checklist on the Subdivision Administration website.
- (2) Water and sewer letters are preferred to be submitted at the same time as the .dwg file, if they are not submitted at the 1st preliminary review.

Additionally, a security deposit is now being required for all letters of credit in the amount of \$1,500. This deposit will be returned upon closeout of subdivision, given there are no additional accrued fees.

Thank you for your cooperation.