

To All Engineers:

Recently it has come to our attention that we are receiving several packages with items missing/not filled out correctly, etc. Below is a reminder of what is to be included in each package.

All Stormwater Submittals

A **new** submittal package must include:

Transmittal letter listing what is included in the package such as:

1. Application number
2. Stormwater application checklist (6 pages)
3. Copy of the presubmittal form

These three items must be submitted un-binded inside the blue folder that is issued at the Pre-Submittal Meeting.

4. Two (2) site plans which must be folded and stapled in sets (no exceptions)

A **resubmittal** package must include:

Transmittal letter listing what is included in the package such as:

1. Copy of the Plan Reviewers comments' and/or Plan Review Notification Form.
2. Project name
3. Application/Permit number
4. Tax map number

Additional site plans must be folded and stapled in sets.

A **subdivision** package must include:

Transmittal letter addressed to Nancy Sue listing what is included in the package such as:

1. The subdivision number given by the planning commission at the preliminary approval stage
2. Name of subdivision, including STREET NAMES approved by Planning Commission
3. Three (3) sets of plans (2 sets for 2nd submittal)
4. Check (for 1st submittal)

Again, please note that these should be addressed to

Greenville County
Land Development Division
301 University Ridge - Suite 3900
Greenville, SC 29601
(864) 467-4610
(864) 467-7518 - fax

All submittals **must** come directly to the front Administrative staff for processing.