

STORMWATER & SUBDIVISION SUBMITTAL INSTRUCTIONS

A **NEW Stormwater** submittal package must include:

1. A transmittal letter listing what is included in the package
2. Current (rev. 7/2009) Stormwater application
3. Current SC DHEC NOI Application (pages 1 & 2)
4. All signatures must be in signed in **BLUE** ink
5. Stormwater checklist completed in its entirety
6. Land disturbance fee & Plan Review fee made payable to Greenville County
7. Copy of the pre-submittal form
8. An exemption letter must be obtained from Building Codes (commercial), Planning Commission (subdivision) or municipality with jurisdiction if Tree Protection Plan or Municipal Landscaping Plan is required

The above items must be submitted, not bound and inside the blue folder that is issued at the Pre-Submittal Meeting.

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

****Note:** if project plans are received un-folded and not stapled in complete sets, they will be returned.

A **Re-submittal** package must include a transmittal letter to include the following:

- Project name
- Application/Permit number
- Tax map number
- Copy of the Plan Reviewers comment's and/or Plan Review Notification Form.

Note: If submitting additional site plans, you must **fold and staple** into complete sets.

The **subdivision** package must include a transmittal letter to include the following:

- The subdivision number given by the planning commission
- Note Road type: Public, Private, etc.
- Three (3) sets of plans (2 sets for 2nd submittal)
- Subdivision review fee made out to Greenville County (this check has to be separate from the Plan Review and Land Disturbance Fee)
- Subdivision Checklist items

A **Re-submittal** package must include a transmittal letter to include the following:

- Subdivision name
- Subdivision project number
- Copy of the Plan Reviewers letter of comments
- A letter addressing Plan Reviewers comments

Please note that all **submittals** 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.