

FINAL PLAT RECORDED



The developer has two options to record a Final Plat. The first option is to completely build the required infrastructure; i.e. roads, water, sewer, curbs, gutter, all utilities and stormwater systems. When these have been

accepted by the various public agencies, then the developer may record a Final Plat and begin selling lots. The second option, and the most widely used, is to record the Final Plat under a financial surety. In this case the developer submits construction estimates accompanied by his engineer's certification that these estimates are sufficient to cover the cost of construction of the remaining items. The developer may then post a cash escrow or secure a letter of credit from a FDIC regulated and insured bank in the amount of 125% of the total cost to complete the infrastructure. Furnishing this surety allows the developer to record the Final Plat before construction is completed. This second operation has advantages for both the developer and the County. The developer is able to begin to sell lots and build earlier, and the County avoids some of the possible construction damages to the new roads. The taxpayers are protected against default by the developer. If the developer is unable to complete the subdivision, Planning staff collects the secured funds and works with the Land development Division to complete the requirements.

RELEASE OF ESCROW OR LETTER OF CREDIT

The surety is not released, nor are the roads accepted into the County maintenance system until all improvements are completed and the letters of acceptance from the respective agencies have been received by the Planning staff.



Bonding Criteria

BONDING BEYOND ACCEPTANCE OF ROADS THROUGH THE ENGINEERING DEPARTMENT

- ✍ Warranty Bond
- ✍ Construction Damage Bond
- ✍ Sidewalk Bond

Preliminary Fee Schedule

Number of Lots	Paper Submission Fee
1-24	\$150
25-75	\$225
76- over	\$325

Construction Fee Schedule

Construction Plan Review/Inspection Fees

Under 50 lots = \$1,500
 51 and above = \$1,500 + \$18/lot after 50 lots
 (Example 100 lot subdivision would be \$1,500 + (50 x \$18) = \$2,400)

Items Covered by Fees	
Plan Review	
First Review and First Resubmittal	
Additional plan revisions	
	\$200.00
Revisions	
	\$100.00

MEMBERS OF SUBDIVISION ADVISORY COMMITTEE

Agency: Greenville County Planning Department
Contacts: Trisch Gordon, , Chair/pgordon@greenvillecounty.org
 Shelvis Gambrell, Co-Chair/sgambrell@greenvillecounty.org
Telephone: 864-467-7270
Responsibility: **Administrative Review**

Agency: Greenville County Building Standards
Contact: Robert Hall, **Flood Plains**
Telephone: 864-467-7523/rhall@greenvillecounty.org
Contact: John McLeod, **Codes Enforcement**
Telephone: 864-467-7090/jmcleod@greenvillecounty.org

Agency: E911 Addressing
Contact: Michele Perdue
Telephone: 864-467-5916/mperdue@greenvillecounty.org
Responsibility: **Road Names**

Agency: Greenville County Engineering Department
Contact: Kurt Walters
Telephone: 864-467-7013/kwalters@greenvillecounty.org
Responsibility: **Traffic Engineer**

Agency: Greenville Health Department
Contact: Roger Owens
Telephone: 864-282-4162/owensrm@dhec.sc.gov
Responsibility: **Septic Tanks/Wells**

Agency: School District of Greenville County
Contact: Betty Farley, Executive Director of Planning
Telephone: 864-355 7262/bfarley@greenville.k12.sc.us
Responsibility: **School Planning & Sidewalks**

Agency: Land Development Division
Contact: Harold Moon
Telephone: 864-467-4610/hmoon@greenvillecounty.org
Responsibility: **Stormwater Management**

Agency: Greenville Water System
Contact: Murray Dodd
Telephone: 864-241-6000/mdodd@greenvillewater.com
Responsibility: **Water Availability**


Agency: SCDOT
Contact: Jason Cisson/jcisson@scdot.org
Telephone: 864-241-1224
Responsibility: **SCDOT Road-Encroachment Permits**

Agency: Renewable Water Resources
Contact: Brian Bishop
Telephone: 864-299-4020/bbishop@ReWa.org
Responsibility: **Waste Treatment**

Greenville County

South Carolina

SUBDIVISION PROCESS



Greenville County Planning Department

301 University Ridge, Suite 400

Greenville, SC 29601

Telephone: 864-467-7270

Fax: 864-467-5962

www.greenvilleplanning.com

APPLICATION AND PRELIMINARY PLAT SUBMITTED



The subdivision development begins when the property owner, developer, or surveyor submits an application, a preliminary plat of the proposed subdivision, pays the fee to the Planning Department staff.

SIGN(S) POSTED

Upon receiving the application, the Planning Department staff provides the applicant with a sign(s) to be posted on the property to be subdivided. The purpose of the sign is to notify the surrounding property owners that land development activities are anticipated on the subject property. It is not a notice of a public hearing, although the Planning Department meetings, at which the proposed subdivisions are reviewed, are open to the public.



PRELIMINARY PLATS DISTRIBUTED FOR REVIEW



The Planning Department staff sends copies of the preliminary plat to the members of the Subdivision Advisory Committee. The members of this committee represent the public service and emergency service providers as

well as other regulatory agencies. The core members of the Subdivision Advisory Committee and their areas of responsibility are included later in this brochure. Other members are called as needed. The Greenville County Subdivision Administrator serves as chair of the committee.

PLATS REVIEWED BY THE SUBDIVISION ADVISORY COMMITTEE



The Subdivision Advisory Committee (SAC) meets monthly. The meetings are open to the public. Before the meetings, each representative of the SAC reviews the preliminary plat within his/her agency and presents their comments at the formal meeting. Each reviewing agency also presents any special conditions that must be met by the developer in order to comply with the various regulations and policies of his/her agency.

RECOMMENDATIONS PREPARED BY STAFF

Following SAC meeting, Planning staff consolidates the review comments of the members of the SAC and presents its own report to the Greenville County Planning Commission.



GREENVILLE COUNTY PLANNING DEPARTMENT

REVIEWS SUBDIVISION APPLICATIONS



At its regularly scheduled meetings on the fourth Wednesday of each month, the Planning Commission hears Planning staff's recommendations on each of the subdivision applications for the month. The Commission may allow citizens to speak about the subdivisions that are on the agenda if time allows and the citizen has signed the request sheet.

The review process assures that each agency's requirements are heard by the Planning Commission before it makes its decision. The Commission's decisions are binding on all Greenville County departments.

The Commission does not base its decision to approve or deny on subjective criteria. The Commission also does not have the authority to regulate the type of structure that will be placed on the lots once the subdivision is constructed. Following the Commission's approval, the individual agencies are responsible for assuring that items such as the design of roads, water, and sewer systems conform to their regulations.

APPLICANT NOTIFIED OF COMMISSION'S ACTION

The Planning Department staff notifies the developer/property owner and surveyor/engineer of the Department's approval or denial by letter. Any conditions for approval or reasons for denial are also provided.



DEVELOPER SECURES PERMITS



After Commission approval, the developer must have his engineered drawings approved and secure all necessary permits to begin construction. Some of these are:

- Road Plan and Profile County Land Development Division
- Grading Permit (Stormwater Management Plan) - County Land Development Division
- Permits to construct Water & Sewer SCDHEC
- Encroachment Permits-County or SCDOT
- Septic Tank review-SCDHEC

CONSTRUCTION OF IMPROVEMENT INSPECTION

Once preliminary approval is granted and the development of the subdivision proceeds, the reviewing agencies conduct their own inspections to assure the installation of the utilities is done according to the engineer-designed plans that they have already reviewed. Specific questions regarding various aspects of the subdivision construction process should be addressed to the representative of the appropriate reviewing agency.

The construction costs for the development of the subdivision are borne solely by the developer. There is no participation in the cost of the development by Greenville County or the other agencies involved. The developer installs the infrastructure and then turns it over to the agencies for maintenance.