

Sonya Dawson, P.E. Subdivision Administrator sdawson@greenvillecounty.org (864) 467-5764 www.greenvillecounty.org

December 9, 2015

MEMORANDUM

TO:

Surveying and Engineering Community

FROM:

Sonya Dawson, P.E.

Subdivision Administrator

VIA:

Judy Wortkoetter, P.E.

Land Development Division, County Engineer

RE:

Family Subdivision Ordinance

We are pleased to announce that Greenville County Council passed the Family Ordinance on December 8, 2015. This ordinance allows citizens to create lots for their immediate family members without additional review and permitting until the time of development of each lot. For the purpose of this ordinance, immediate family is identified as any person who is a natural or legally defined offspring, stepchild, spouse, sibling, aunt, uncle, niece, nephew, grandchild, grandparent or parent of the landowner. An affidavit identifying the relationship between immediate family members must also be submitted.

Attached you will find a copy of the Family Subdivision Information Sheet, application and affidavit that are to be utilized.

Family Subdivision Information Sheet

Submittal Requirements: ☐ Application ☐ Affidavit 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 granter. Recording Fees apply. Plat, signed and sealed by a Professional Land Surveyor, Recording fees apply. The following minimum requirements must be met for the development of family subdivision lots. A. Each lot must conform to the required minimum lot size per the Greenville County Zoning Ordinance or Greenville County Land Development Regulations in unzoned areas, and/or as required by SCDHEC. B. Each lot must have direct access from the lot to a right of way dedicated to public use.

- C. In the unzoned area of the County, family subdivisions not fronting on a public road may utilize the unpaved shared drive option to provide access.
- D. The proposed subdivision of lots may not obstruct or potentially obstruct the floodplain.
- E. The proposed subdivision may not violate the intent of the Subdivision or Zoning Ordinances.
- F. The parcel is not located in an existing subdivision (residential development).
- G. If at the time of subdividing, the applicant does not wish to develop any of the lots, the following notes are to be added to the plat:
 - This division is in accordance with the Family Subdivision Exemption.
 - There is no land disturbance associated with this Family Subdivision.
 - At the subdivider's request, this plat was not evaluated for future development (water availability, sewer availability, stormwater management requirements, floodplain requirements or encroachment requirements).
 - At the time of development each lot must be evaluated for development and obtain a Land Disturbance Permit through Land Development Division to address water quantity and quality.
 - A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.

Review Process: Step One: The Family Subdivision Plat will be reviewed by Subdivision Administration and Zoning for compliance. If approved, the applicant will be notified to have the Family Subdivision Plat recorded along with the Affidavit at the RMC office and then return to Subdivision Administration. Step Two The plat will then be routed internally to E911 for addressing and Real Properties for tax map numbers. Please allow 5 days for processing. Step Three 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 obtained. Step Four

Please be advised if your subdivision is creating 5 or more lots at one time and utilizing septic tanks, the subdivision must meet SCDHEC regulations for posting and approval prior to recording. All appropriate documents from DHEC must be submitted as part of the Family Subdivision application.

the plat can be picked up from Suite 4600 for their records.

Subdivision Administration will notify the applicant that the lots have been created and a copy of

Family Subdivision Application

Owner's Signature	Date	Owner's Signature	Date
I also understand that holds will be to be evaluated and appropriate ag			
I, as owner of the subject property, Greenville County tax parcel above family. I have attached an affidavir	e is being subdivid		
E-mail:			
City/ST/Zip			
Address			
Company			
Surveyor/ Engineer			
E-mail:			
City/ST/Zip			
Address			
Property Owner/Grantor (if multip	le)		
E-mail:			
City/ST/Zip			
Address		Phone:	<u> </u>
Property Owner/Grantor			
Contacts:			
Access Road:			
Zoning:		Number of Proposed Lots: _	
Current Tax Map #		Acreage:	
Parcel Information			
E-mail:	· · · · · · · · · · · · · · · · · · ·		
City/ST/Zip			
Address			
Applicant Name:			
General Information:			

NOTICE: THE FAMILY SUBDIVISION EXEMPTION SUBSTANTIALLY LIMITS USE OF THE LAND BEING CONVEYED. PLEASE READ THIS CAREFULLY.

AFFIDAVIT OF FAMILY SUBDIVISION

I,				
compliance with the Greenville Courty madvised that the Greenville County madvised purpose, particularly with regard to in place in Greenville County. I under	nty Land Development Regulations. akes no representations concerning the those matters that would be disclosed erstand that the resulting lot development before, but not limited to, stormwater ma	ch time that each newly created lot is in further acknowledge that I have been suitability of this land for the intended through the normal permitting procedurant must comply with all applicable local nagement, flood damage prevention, and		
Grantor (Signature)	Grantor (Print Name)	Relationship to Grantee		
•				
I,, a (the Grantor) personally appeared befo	Notary Public of the state, do hereby ce are me and acknowledged the execution	rtify that		
Witness my hand and seal this the	day of			
Notary	_			
Tvotary				
SEAL				
SEAL				
Grantee (Signature)	Country (Deint Name)			
,	Grantee (Print Name)	Relationship to Grantor		
I,, a	Notary Public of the state, do hereby ce are me and acknowledged the execution	rtify that		
Witness my hand and seal this the	day of	, 20		
Notary				

SEAL