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 grantor. 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
Subdivision Administration will notify the applicant that the lots have been created and a copy of the plat can be picked up from Suite 4600 for their records.

Note: 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.
Family Subdivision Application

**General Information:**

Applicant Name: ____________________________________________
Address ___________________________ Phone: ____________________
City/ST/Zip __________________________
E-mail: ____________________________________________

**Parcel Information**

Current Tax Map # ___________________________ Acreage: ________________
Zoning: ___________________________ Number of Proposed Lots: ________________
Access Road: __________________________________________

**Contacts:**

Property Owner/Grantor __________________________________________
Address ___________________________ Phone: ____________________
City/ST/Zip __________________________
E-mail: ____________________________________________

Property Owner/Grantor (if multiple) __________________________________________
Address ___________________________ Phone: ____________________
City/ST/Zip __________________________
E-mail: ____________________________________________

Surveyor/ Engineer __________________________________________
Company __________________________________________
Address ___________________________ Phone: ____________________
City/ST/Zip __________________________
E-mail: ____________________________________________

I, as owner of the subject property, do hereby certify that the subdivision of property identified as Greenville County tax parcel above is being subdivided for conveyance to member(s) of my immediate family. I have attached an affidavit stating as such.

I also understand that holds will be placed on all lots until time of development, when each lot will have to be evaluated and appropriate agency approval(s) and Land Disturbance Permit will have to be obtained.

_________________________ ____________________________ ____________________________ ____________________________
Owner’s Signature          Date          Owner’s Signature          Date

Family Subdivision - application and process_2015
NOTICE: THE FAMILY SUBDIVISION EXEMPTION SUBSTANTIALLY LIMITS USE OF THE LAND BEING CONVEYED. PLEASE READ THIS CAREFULLY.

AFFIDAVIT OF FAMILY SUBDIVISION

I, ________________________________, as owner of the subject property, do hereby certify that the subdivision of property identified as Greenville County tax parcel ____________________ is being subdivided for conveyance to member(s) of my immediate family. Immediate family is defined as any person who is a natural or legally defined offspring, stepchild, spouse, sibling, aunt, uncle, niece, nephew, grandchild, grandparent or parent of the land owner. This division is not for the purpose of avoiding any part of the Greenville County Land Development Regulations. I understand that current development requirements associated with creating lots are not being required at this time and that no building activity can take place until such requirements are met.

I further realize that holds will be placed on future building permits until such time that each newly created lot is in compliance with the Greenville County Land Development Regulations. I further acknowledge that I have been advised that the Greenville County makes no representations concerning the suitability of this land for the intended purpose, particularly with regard to those matters that would be disclosed through the normal permitting procedure in place in Greenville County. I understand that the resulting lot development must comply with all applicable local, state and federal requirements; including, but not limited to, stormwater management, flood damage prevention, and wastewater disposal regulations, prior to building permits being issued.

Grantor (Signature) ____________________ Grantor (Print Name) ____________________ Relationship to Grantee ____________________

I, ________________________________, a Notary Public of the state, do hereby certify that ________________________________ (the Grantor) personally appeared before me and acknowledged the execution of this Affidavit as Grantor.

Witness my hand and seal this the _______ day of ______________________, 20____.

Notary

SEAL

Grantee (Signature) ____________________ Grantee (Print Name) ____________________ Relationship to Grantor ____________________

I, ________________________________, a Notary Public of the state, do hereby certify that ________________________________ (the Grantee) personally appeared before me and acknowledged the execution of this Affidavit as Grantee.

Witness my hand and seal this the _______ day of ______________________, 20____.

Notary

SEAL