



Final Plat

Online Submittal Checklist

GREENVILLE COUNTY
Subdivision Administration
301 University Ridge, Ste S-3300
Greenville, SC 29601-3686

Application submittals will not be opened for review until all required items are uploaded for the initial Review. Once open, the Final Review will start once all required Final Review items have been uploaded and all Subdivision Advisory Committee review comments have been addressed. Please be advised that final plats not consistent with the approved preliminary plan and specific requirements (including but not limited to general layout, use type, total lots, lot numbering, common area/open space etc) will not be accepted for review until a revised preliminary plan application is submitted and approved.

Initial Review Items:

- Application fee
- Electronic copy of final plat with preliminary plan case# (PP-20XX-0XX). Plat must include Metro Connects standard notes, if applicable, a scale of 1"=30' for townhome developments and the summary table below if projects are zoned FRD, PD, POD, or NC.
- A phased master plan showing the proposed phase and all previously recorded phases, if applicable.
- Completed Road Dedication Form with original signatures and notaries
- HOA or POA Declaration of Covenants, Conditions and Restrictions
- Active and approved SCDOT encroachment permit
- SC Traffic Impact Study Form, if applicable
- Open space easement, if applicable
- Land Development road acceptance memo, if financial security is being posted.
- Partial mortgage release for dedicated right of way shown on the plat, if property is encumbered.
- Financial Security case established in the Cityworks Online Portal (application, fee, and itemized cost estimate certified by the engineer of record). Street signs with road names and numbers must be completed for cost estimates to reviewed and approved. Financial Security is not required for private driveways in the County.

Final Review Items:

- Recorded open space easement, if applicable
- Digital plat in dwg, dxf or dgn format referenced by SC State Plane Coordinates
- Water letter that service lines have been installed according to the provider's construction plans and specifications except water valve adjustments
- Final Sewer that provider agrees to own and maintain service lines

Residential	Entire Development	This Plan	Cumulative
Permitted Density			
Gross Acres			
Units Allowed			
Units Proposed			
Non-Residential	Entire Development	This Plan	Cumulative
Gross Acres			
Number of Buildings			
Gross Square Feet			