



Final Plat Submittal Packet Checklist

Open case through Greenville County portal

<https://www.greenvillecounty.org/Permitting/>

Upload all documents and pay all fees

IMPORTANT INFORMATION: TO ENSURE THAT THIS APPLICATION IS NOT DELAYED DUE TO INCOMPLETE OR MISSING INFORMATION, PLEASE:

- **COMPLETE ALL INFORMATION FOR THE ON-LINE SUBMITTAL**
 - **Be sure to include - CONTACT INFORMATION FOR, AT A *MINIMUM*, APPLICANT, OWNER, AND ENGINEER. IF FINANCIAL SECURITY WILL BE A LETTER OF CREDIT, PLEASE COMPLETE THE BANKING INFORMATION.**

FINAL PLAT SUBMITTAL

- Electronic copy of Final Plat
 - Final Plats that are part of Phased Developments, should be accompanied by the approved Preliminary Plat showing the proposed layout of the Phases.
 - Final plats that have been significantly modified (modifications may include, but are not limited to, number of total lots, lot numbering, layout, common areas, easements, stormwater features, or buffers) must be accompanied by a revised Preliminary Plan prior to uploading information.
 - Please be sure to leave enough room for addressing lots (*especially in the case of townhomes; two pages may be necessary to include proper addressing*).
 - Include the Case Number on the Plat. The Case Number is the Preliminary Plan Case Number without the “PP-”. For example, if the Case Number for the Preliminary Plan was PP-20-00123, then the Case Number will be 20-00123. This number should be on the Final Plat and any correspondence.
- Copy of **current** approved Encroachment Permit (SCDOT) (*if applicable*)
- SC DOT Traffic Improvement installation per SC DOT Traffic Requirements (*if applicable*)
 - SC DOT Traffic Impact Study Form signed (*available on our website*)
- Provide Water Acceptance Letter (*excepting water valve adjustments*)** - Must include current Subdivision name and Phase.



Final Plat Submittal Packet Checklist

Open case through Greenville County portal

<https://www.greenvillecounty.org/Permitting/>

Upload all documents and pay all fees

-
- Provide Sewer Acceptance Letter (excepting manhole covers)** - Must include current Subdivision name and Phase. **(NO FINAL PLATS WILL BE RECORDED WITHOUT RECEIPT OF SEWER ACCEPTANCE LETTER FROM SEWER AUTHORITY.)**
 - Metro Connects verbiage on Final Plat *(if applicable) see our website.*
 - Installation of street signs with road names/numbers must be completed
 - Must have a Drivable surface

FEES

- \$150 plus \$10 per lot
- \$175.00 for Revised Plat

FINANCIAL SECURITY (if applicable)

- \$250.00 for Financial Security Establishment Application – *no Financial Security is accepted for subdivisions with Private **Drives** (this does not include Private **Roads** built to County Standards that will be accepted into the County inventory)*
- Itemized Cost Estimate – certified by the Engineer of Record
 - Cost Estimates will include utility completion estimates for **Water Valve Adjustments** and **Sewer Manhole Adjustments ONLY.**
- Upload financial security instrument (letter of credit or certified check and executed escrow agreement) into Cityworks case for review and approval. Once notified of approval, mail or deliver original financial security instrument to Subdivision Administration Office.
- Receipt of Financial Security (*Financial Security must be received in advance of final approval/recordation of Final Plat*)
- If the developer selects to complete the required infrastructure improvements, Subdivision Administration must receive an infrastructure acceptance letter from Land Development or respective municipality before the application will be opened for review.*



Final Plat Submittal Packet Checklist

Open case through Greenville County portal

<https://www.greenvillegov.org/Permitting/>

Upload all documents and pay all fees

TO BE SUBMITTED FOR REVIEW AND WILL BE RECORDED AT TIME OF RECORDATION OF FINAL PLAT

- Road Dedication Form, for portion of road being platted (the property must not be encumbered by a recorded deed of trust, mortgage or judgement rendered by any court). Applications will not be opened for review until a road dedication form is submitted without encumbrance.
- Open Space Easement (if Cluster Development) (see website for Guidelines)
- HOA Restrictive Covenants
 - o Covenants to reference Open Space Easement, if required, and maintenance responsibilities for detention pond(s) and common areas.
- Provide Electronic Copy (dwg file) of Final Plat, with any requested revisions. **DWG file must be received prior to recording plat.**

<u>IMPORTANT INFORMATION</u>

1. As you are preparing your Final Plat submittal it is crucial that you refer to the Planning Commission approval letter for additional comments and the Specific Requirements sheet, both provided to you after Planning Commission approval.
2. Final Plats that have been significantly modified (modifications may include, but are not limited to, number of total lots, lot numbering, layout, common areas, easements, stormwater features, or buffers) must be accompanied by a revised preliminary plan prior to uploading information for the grading permit.
3. If you have provided documents for a prior phase, please provide these documents for each subsequent phase (i.e. if the water letter was for the entire development including all phases, please provide that letter for each subsequent submittal).



Final Plat Submittal Packet Checklist

Open case through Greenville County portal

<https://www.greenvillecounty.org/Permitting/>

Upload all documents and pay all fees

County Square • 301 University Ridge • Suite 4600 • Greenville, SC 29601 • (864) 467-5764 • Fax (864) 467-5699