



Final Plat Submittal Packet Checklist

Internal Use Only:

Case No:	FI#:	Muni:
Type:	FS#:	Phase/Sec:
Revision:		

Open case through Greenville County Portal <https://www.greenvillecounty.org/Permitting/> Upload all documents and pay all fees

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

❖ **COMPLETE ALL THE REQUIRED TASKS FOR THE ONLINE 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.

IMPORTANT INFORMATION

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 must be accompanied by a revised preliminary plan prior to uploading information for the grading permit.*
 - *(modification may include, but are not limited to, number of total lots, lot numbering, layout, common areas, easements, stormwater features, or buffers)*
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

☐ 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 must be accompanied by a revised Preliminary Plan prior to uploading information.
 - Modifications may include, but are not limited to, number of total lots, lot numbering, layout, common areas, easements, stormwater features, or buffers
- 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 Number without the “PP-”.

This checklist is to be used as a guide only and may not be inclusive of all the requirements of Greenville County or other applicable agencies needed for approval



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- For example, if the Case Number for the Preliminary Plan was PP-20-00123, then the Case Number on the plat should be 20-00123. This number should be on the Final Plat and any correspondence.
- ☐ Road dedication form for proposed public roads and road widening.
- ☐ Copy of **current** approved Encroachment Permit (SCDOT) (If applicable)
- ☐ SCDOT Traffic Improvement installation per SCDOT Traffic Requirements (If applicable)
 - SCDOT Traffic Impact Study Form signed (form available on our website)
- ☐ Draft or recorded open space easement (if Cluster Development) (see website for guidelines)
- ☐ Draft or recorded declaration of POA/HOA covenants and restrictions.
- ☐ Provide Water Acceptance Letter (excepting water valve adjustments) – Must include current Subdivision name & phase.
- ☐ Provide Sewer Acceptance Letter (excepting manhole covers) – Must include current Subdivision name & phase.
 - **NO FINAL PLATS WILL BE RECORDED WITHOUT RECEIPT OF WATER AND SEWER ACCEPTANCE LETTER FROM SERVICE AUTHORITIES BUT MAY BE SUBMITTED AT ANY STAGE OF THE REVIEW PROCESS.**
- ☐ Metro Connects verbiage on Final Plat (if applicable) see our website

Fees

- ☐ \$500 plus \$35.00 per lot (under 50 lots); \$500 plus \$50 per lot (51 lots and over)
- ☐ \$250.00 for Revised Plats

Financial Security (if applicable)

- ☐ \$500.00 for Financial Security Establishment Application
 - Financial Security is accepted for subdivisions with Public and Private Roads (this includes Private Roads built to County Standards that will be accepted into the County Inventory) Private Drives do not require Financial Security in the County.
 - For Letter of Credit, a deposit of \$1,500.00 will be required.
- ☐ Must have a drivable surface.
- ☐ Itemized Cost Estimates – certified by the Engineer of Record.



Greenville County
Subdivision Administration
301 University Ridge Suite S-3300
Greenville, SC 29601
Office: 864.467.4602

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- Cost Estimates will include utility completion estimates for **Water Valve Adjustments** and **Sewer Manhole Adjustments ONLY**.
- ☐ Installation of street signs with road names/numbers must be completed for itemized cost estimates to be reviewed and approved.
- ☐ Receipt of Financial Security (Financial Security must be received in advance of final approval/recording of Final Plat)

FINANCIAL SECURITY FOR SUBDIVISIONS LOCATED WITHIN MUNICIPALITY LIMITS MUST FOLLOW THE PROCESS ESTABLISHED BY THE INDIVIDUAL MUNICIPLAITY

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

- ☐ Road Dedication Form, for portion of road being platted
- ☐ Open Space Easement (if Cluster Development) (see website for Guidelines)
- ☐ HOA Restrictive Covenants
 - **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.

FINAL PLAT APPLICATIONS WITHOUT RECEIPT OF WATER AND SEWER ACCEPTANCE LETTERS FROM SERVICE AUTHORITIES WILL NOT BE RECORDED.

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