



Sarah Tillinghast
Administrative Assistant
Land Development Division
(864) 467-4610

MEMORANDUM

DATE: March 1, 2013
TO: All Engineers
VIA: Merri Uhrinek, Permit Coordinator
FROM: Sarah Tillinghast
SUBJECT: Land Development Reminders, Requirements, and Updates

This email serves as a reminder to all engineers on the policies and procedures of submitting land disturbance documents to the Greenville County Land Development Division.

1. Electronic signatures are not permitted on any documents
2. All signatures must be in blue ink on all forms
3. The new [SCDHEC NOI](#) is the only NOI we will accept
4. The new [LDD Land Disturbance Application](#) will be the only acceptable application, if submitting anything other than an Engineer Minimum or Simplified Application
5. The new (Jan. 2013) [LDD Design Checklist](#) is required
6. Because of the new 30 day check expiration DHEC placed 1/1/13, we will no longer be accepting checks to SCDHEC with the first submittal
**A notification will be sent along with the preliminary plan review complete fax when it is time to send this payment)*
7. WHEN SUBMITTING TO THE LAND DEVELOPMENT DIVISION:
 - a. All items on the plan submittal checklist MUST be included
 - b. If the submittal is not signed in with the appropriate permit number AND the project name on the Sign-In Registry it will be denied
 - c. If the submittal has any missing information or fees, it will be denied; a re-submittal will be required once all of the correct items are provided
8. ANY and ALL plans mailed must be folded, not rolled. If plans reach our office in a different format than specified in the [Land Development Submittal Requirements](#), they will be denied.
9. Changes to the new SCDHEC NOI: All changes have to be completed by the permittee and engineer of record (both parties must initial and date next to the change)
**If the above can't be done, then the engineer can complete and submit (to LDD) a new NOI application with current original signatures and dates*

With the implementation of the 2012 Construction General Permit, new forms and check lists have been created and posted on our website. Please remember to always check the Greenville County Land Development web page for the most up-to-date forms prior to making project submittals. Thank you for your help in making the land disturbance permitting process run as smoothly as possible.

copy: Judy Wortkoetter, County Engineer
Merri Uhrinek, Permit Coordinator
Harold Moon, Senior Plan Reviewer