



MINOR SUBDIVISION PROCESS

REVIEW PROCESS

The Minor Subdivision will be forwarded by Subdivision Administration staff to the following agencies for review and approval, which is required prior to recordation of the plat.

- Zoning (if applicable)
- Water Availability Letter
- Sewer Availability Letter
- Driveway Encroachment Review: Greenville Co Engineering Dept. and/or SCDOT Maintenance Office
- Floodplain Review Letter
- Stormwater Management - a pre-design meeting must be held by the applicant and Subdivision Administration to determine how stormwater management will be addressed.

Upon review and approval from the above agencies, an electronic or paper copy of the plat must be submitted for approval by the Subdivision Administration Staff. This is required for recording in Register of Deeds, E-911 to assign addresses, and Real Property to assign tax map numbers.

NOTE:

This brochure is a brief overview of the platting process for Minor Subdivisions. Refer to the Land Development Regulations for detailed requirements for specific submittals.



Greenville County Subdivision Administration
Land Development Division

301 University Ridge, Suite 4600
Greenville, SC 29601

Telephone: 864-467-5764
www.greenvilleplanning.com
email: subdivisioninquiry@greenvillecounty.org

APPLICATION PROCESS

Minor Subdivisions, also known as Summary Plats, are used when six or fewer lots will be created without public or private roads. The applicant makes a submittal through the County's on-line permit development center webpage, which allows the applicant to view progress at each project milestone.



The following items are required at time of submittal:

- Minor Subdivision Application submitted on-line through the public portal.
- Minor Subdivision Plat - electronic (pdf) copy
- Private covenants, easements and/or restrictions that apply to this property (if any) with proof of recording with the Register of Deeds (Suite 1300)
- \$200 + \$10/lot Filing Fee
- Staff can assist with the on-line application process, and paper applications are acceptable.

PLAT REQUIREMENTS

The Minor Subdivision plat (24" x 36") must contain the following information:

- Location Map
- Street Names
- Lot lines (existing and proposed) and building lines
- Proposed lot numbers
- Reservations, easements, floodplain, public accesses or other areas of land not for residential use
- North arrow, graphic scale, date, and title
- Location and description of survey boundary monuments
- Name, tax map number, and ownership of adjoining property
- Embossed seal of a registered land surveyor
- Drainage easements shall be provided for all drainage outfalls onto the property from the roadway (easements may be required)

TITLE BOX TO CONTAIN:

- Name of subdivider or owner
- Name of surveyor or engineer with appropriate license
- Number of acres and number of lots to be created
- Zoning of property

Please use template shown below.

