



Subdivision Administration Pre-submittal Meeting Process

Pre-submittal meetings are offered once a month in accordance with the Subdivision Review Calendar. A **complete** pre-submittal meeting application must be submitted to Subdivision Administration by the deadline on the Subdivision Review Calendar to reserve a meeting slot. Pre-submittal applications may be submitted at the counter or via email at psmrequest@greenvillecounty.org. If emailed, the subject line must state "PSM Meeting Request – (Name of your development)." Submittal requirements are shown below:

Subdivision Proposals in Zoned Areas:

- Conceptual plan (A layout of your proposal, to scale)
- Pre-submittal meeting application

Subdivision Proposals in Unzoned Areas:

- Pre-submittal meeting application
- Draft preliminary plan, to scale and in accordance with LDR Article 22.
- Site Diagram
The Site Assessment Diagram is a base map with site analysis notes that identifies development opportunities and constraints associated with the proposed development site at the same scale as the draft preliminary plan.
 - Topography, slope, and soils
 - Property configuration
 - Existing vegetation
 - Water, wetlands, drainage, and floodplains
 - Adjacent land uses
 - Views and visual characteristics
 - Access and potential circulation patterns
 - Utility locations and existing easements
 - Existing development encumbrances on the site

Draft Preliminary Plan shall include (see Article 22.2.2 for additional requirements):

- North arrow, legend, graphic scale, date.
- Topography, not greater than 12 foot intervals.
- Boundaries of tract with bearings and distances.
- Existing zoning of subject area and all abutting property.
- Location and dimensions of open space tract.
- Floodplain information / 1% Areas of Special Flood Hazard.
- Current county tax identification number.
- The utility provider name and location of existing sewer and size, water and size(if known), gas mains, and other utilities immediately adjacent to the subdivision (if water and sewer are not on or adjacent to the tract, indicate the direction, distance to, and size of nearest accessible main and the name of the utility providers).
- The location of adjacent existing streets/roads (with right-of-way widths) county/state owned and inventory number and public or private, bridges, culverts, railroads, etc.
- The location of watercourses, live streams, marshes, known wetlands, wooded areas, water impoundments, existing cemeteries and burial grounds.
- The location of houses, barns, garages, or storage sheds and other significant features on the land proposed for approval.
- Locations and widths of proposed streets and associated right-of-way, road centerline radii, etc.
- Proposed lot lines, approximate dimensions, and lot numbers.
- Location of the Cluster Box unit and appropriate pull-off.
- Location and delineation of required buffers
- Areas held in common ownership, or areas that are required for storm water or other infrastructure facilities (mailbox areas, detention ponds, etc.) labeled "Undeveloped Area – A, B, C, etc." and identified as to use, responsibility, and ownership in plan notes and other areas proposed to be dedicated to the public or intended for public use.



Subdivision Administration Pre-submittal Meeting Form

To be completed by staff: _____

Date: _____ Time: _____

Project Name: _____ Land Use Type: _____

Tax Map Number(s): _____

Zoning: _____ # Lots: _____ Acreage: _____ Municipality: _____

Developer /Applicant: _____

Developer/Applicant Phone: _____ Developer/Applicant Email: _____

Professional Engineer: _____

Engineer's Phone: _____ Engineer's Email: _____

Community Wastewater System Type: Septic or public sewer (circle)

Community Water System Type: Well or public water (circle)

Existing Road(s): _____

Existing Road Type: Public or State or Private (Circle)

Proposed Road(s) _____

Proposed Road Type Public or Private (Circle)