



Preliminary Subdivision Submittal Process and Checklist

All incomplete applications will be voided and new applications must be submitted. After the SAC meeting, all applications and resubmissions need to be submitted by noon on the deadline day. Applications must be completed by the review deadline in order to be considered complete. Dates and deadlines are listed in the Subdivision Review Calendar. **Any fees paid on an incomplete Preliminary plan application will be forfeited.**

Go online to the Development Services web page to begin the submittal process. You will need the following:

- a. Preliminary Plan Application, printed from Cityworks and signed by the owner of the property.
- b. An Electronic copy of the plan
- c. Pay fee for preliminary subdivision, based on number of lots
- d. Attach notification from sewer provider of capacity availability, if public sewer is proposed. If applicable, annexation into the respective sewer district is required prior to submittal of a Land Disturbance permit.
 - Rewa Capacity Request form signed by both ReWa Representative and Sewer Provider
- e. Attach notification of capacity availability on letterhead from water provider.
- f. If septic is proposed, attach notice from REWA confirming that sewer service is not available to the site.
- g. If located in a Special Purpose and Review District, rezoning approvals and/or any changes to an approved Review District plan must be approved prior to the submittal of a preliminary plan application. Applications with pending “straight” rezoning approvals must not be submitted until after approval at the second reading. Straight rezoning’s are all rezoning requests excluding Special Purpose and Review Districts.
- h. If the project is zoned FRD, PD, POD, or NC, please include the summary table below.

Residential	Entire Development	This Plan	Cumulative
Permitted Density			
Gross Acres			
Units Allowed			
Units Proposed			
Non-Residential	Entire Development	This Plan	Cumulative
Gross Acres			
Number of Buildings			
Gross Square Feet			

- i. Attach the letter of request for any variance from minimum standards of Greenville County Subdivision Regulations and associated application fee.
 - If a variance is required, this must be requested online through the electronic submittal process.
- j. Application to include notes addressing issues discussed @ Presubmittal meeting (if applicable).
- k. Attach notice from E-911 regarding approval of proposed subdivision name.
- l. Attach notice of approved final development plan, if applicable.
- m. Traffic Study. (If applicable)
- n. If an SC DOT traffic study is required, the SCDOT Traffic Requirement form must be submitted within 10 business days of the Subdivision Advisory Committee meeting. If not submitted by the deadline, the application

will be deemed incomplete.

- o. Please be advised that the Bunched Arrowhead plant is listed as an endangered species by the U.S. Fish & Wildlife Service and is known to be found within a five-mile radius of Travelers Rest. A bunched arrowhead survey must be completed when within two miles of a known bunched arrowhead occurrence or if there is a wetland habitat on-site. We recommend that a survey be completed by someone proficient with species identification.
- p. For applications located within the City of Travelers Rest, please submit notification confirming that the applicant has satisfied the City's pre-submittal meeting requirements.
- q. If RV Park, attach a copy of the blank Lease Agreement with the regulations of the Park that includes following language:
 - Unlabeled (ANSI 119.5 as amended) units are not permitted on site.
 - Occupancy shall be limited per the manufacturer's label only. (ANSI 119.5 as amended).
 - All units shall be installed per the manufacturer's set up instructions and label (ANSI 119.5 as amended) and each unit's set up instructions shall be made available to Greenville County upon request.

 - Each unit shall have a current South Carolina vehicle registration, and registration tag shall be affixed to the unit.
 - Sheds and other accessory structures, steps/stairs, decks, or other construction (including flatwork) is required to be permitted and approved through Greenville County prior to installation. These appurtenances are only allowed in the areas designated on the approved site plan (690 sf. minimum area per site).

Preliminary Plan to include the following:

- Preliminary lot layout with GIS-based boundaries and its location with total area in acres of the land proposed in the subdivision.
- Survey Note: Undersigned Engineer/Surveyor acknowledges that these are GIS-based boundaries, which will be fully surveyed using state plane coordinates at Final Plat.
- Vicinity map showing subdivision, surrounding area, all streets within 1000 feet and one highway or well-known road or intersection indicating the mileage to the property.
- Scale: 1 to 100 not less than 1" = 200'. Maximum sheet size 24" x 36".
- Name of design professional who prepared plan.
- Name of subdivision and owner and owner's address.
- North arrow, legend, graphic scale, date.
- Topography, not greater than 12 foot intervals.
- Boundaries of tract with bearings and distances.
- Names of adjoining property owners.
- Existing zoning of subject area and all abutting property.
- 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.
- Sight Triangles must be shown at all intersection within the proposed development and any access intersection with existing roads (LDR 8.15.1)
- Clear Sight Distance shall be shaded at any ingress/egress points at high-order street intersections (LDR 8.14). If the required clear site distance is not available, a note on the plan shall state how site conditions will be modified to meet the required clear site distance.
- The location of watercourses, live streams, marshes, known wetlands, wooded areas, water impoundments, existing cemeteries and burial grounds.
- Floodplain information / 1% Areas of Special Flood Hazard.
- 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.
- Location of proposed water and sewer systems.
- Proposed lot lines, approximate dimensions, and lot numbers.
- Location of the Cluster Box unit and appropriate pull-off.
- Areas held in common ownership, or areas that are required for storm water or other infrastructure facilities (mailbox areas, detention ponds, conservation areas, etc.) shall be 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.
- If Cluster Development, Density Table to include the number of gross acres, permitted density per acre, required open space (total and breakdown by type), and a total number of dwelling units.
- Brownfields, if applicable.

If Group Development, Preliminary Plan shall also include:

- The land use for every part of the site and number of acres devoted to each land use including any common areas.
- The location of utility easements.
- The site’s traffic circulation plan, including the location of sidewalks, paths/trails, curb cuts and, points of ingress/egress, and also including the location and width of all streets, common drives, medians, entrances to parking areas, etc.
- The site’s pedestrian circulation plan, including the location of all sidewalks, paths, trails, connectivity to public right-of-way for facilitating access to existing or future transit, and the dimension thereof
- Applicable setbacks for all structures and signage
- The site’s conceptual Stormwater plan, including topographic contours (at 8 ft. lines or closer), Stormwater retention/detention areas, and any other major Stormwater features.
- The location of all free-standing signage.
- Screening for the site and Landscape plan including the location, size and, type of plant material along with Section 10:1H of the Greenville County Zoning Ordinance.
- Applicable setbacks for all structures.
- A statement describing ownership arrangement including any proposed owners association, horizontal property regime, or other group maintenance agreements.

- Identify all exterior lighting, type, height and, location.
- Identify parking lot landscaping, if applicable.
- Identify off-street parking, if applicable.
- Identify off-street loading, if applicable.

If seeking a Tree Density Bonus, the Preliminary Plan shall also include:

- The density bonus that is being proposed.
- The total disturbed acreage.
- The number of density units required based on disturbed acreage.
- The number of density units required based on the parcel's zoning district.
- The total number of density units required for the proposed density bonus.
- The total number of density units provided.
- A table detailing all trees preserved including tree count, caliper and earned density unit credits per tree according to Section 11 of the Greenville County Tree Ordinance.
- A table showing the tree density unit calculations, showing how the requirements will be met.
- A note on the plan stating: A full Tree Protection Plan shall be submitted at the time of submittal for a Land Disturbance Permit.

This checklist is not to be considered as exclusive of all requirements. You must refer to the LDR for a complete listing of all requirements. If any of the LDR requirements are not met within the submission, the application will be considered incomplete. It is the responsibility of the agent submitting the application to ensure that all necessary requirements and documentation needed are included with the submittal. The applicant resubmittal deadline is the last time to make any changes.