



Preliminary Subdivision Submittal Process and Checklist

Submittal Packet to be submitted according to the Planning Commission's monthly application date shown on the Subdivision Activity Schedule.

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

- a. Electronic copy of plan
- b. Pay fee for preliminary subdivision, based on number of lots
- c. Attach notification from sewer provider of capacity availability, if public sewer is proposed.
- d. Attach 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 on-line through the electronic submittal process.
- e. Application to include notes addressing issues discussed @ pre-submittal meeting (if applicable).
- f. Traffic Study / or SCDOT Traffic Requirement form.(If applicable)

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" = 200' not less than 1 to 100. 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.
- 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.

Preliminary Subdivision Submittal Process and Checklist (continued)

- 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 include the number of gross acres, permitted density per acre, required open space (total and breakdown by type), and 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.
- 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.