



## Preliminary Subdivision Application Submittal Process

**Submittal Packet** to be submitted according to the Planning Commission's monthly application date shown on the Subdivision Activity Schedule and include:

1. One (1) three mil (.003) Mylar reproducible copy of preliminary plans
2. One (1) electronic copy of plans,
3. One completed application for preliminary approval,
4. Fee for preliminary subdivisions, based on number of lots
5. Notification from sewer provider of capacity availability or notification from SCDHEC of successful completion of SCDHEC Posting requirements
6. Letter of request for any variance from minimum standards of Greenville County Subdivision Regulations and associated application and fee.

**Preliminary Plan** to include the following:

- Applicable Survey Standards have been met (state plane coordinate reference if 8 lots or more or 25 acres or more unless exempted).
- Location map showing subdivision and surrounding area.
- Scale: 1" = 200' not less than 1 to 100. Maximum sheet size 24" x 36".
- Name of subdivision and owner.
- North arrow, graphic scale, date.
- Topography, not greater than 10 foot intervals
- Boundaries of tract with bearings and distances.
- Names of adjoining property owners.
- Existing zoning of subject area.
- Current county tax identification number.
- The location of existing sewers, water, and gas mains, and other utilities.
- The location of existing streets, roads, bridges, culverts, railroads, water courses, etc.
- Names, locations and approximate dimensions of proposed streets, easements, parks, reservations, lot lines, etc.
- Location of proposed water and sewer systems.
- Proposed lot lines, building lines, and approximate dimensions.
- Lot numbers.
- Floodplain information / 1% Areas of Special Flood Hazard
- Brownfields, if applicable
- 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.