



County of Greenville

"... At Your Service"

Planning Department
(864) 467-7270

MEMORANDUM

TO: Surveyors and/or Engineers
Creating Summary Plats in Greenville County

FROM: Pat Webb, Subdivision Administrator *psw*

SUBJECT: **Change in Summary Plat Procedure
Effective July 1, 2009**

DATE: April 27, 2009

The 1994 State Enabling Legislation (which went into effect in 1999) states that "Subdivision" means "...all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, or building development...". In the past, the policy of the Greenville Planning Department has not included the splitting of one lot into two lots in its Summary Plat Subdivision review process. In accordance with the State definition of a subdivision, we must now change our long held policy. We can no longer exempt plats creating only one new lot from the Summary Plat review. **Beginning July 1, 2009, the Planning Department must review all subdivisions of a parcel of land, beginning with splitting one parcel into two or more parcels.**

There are still exemptions to this definition of "subdivision" stated in the Enabling Legislation:

- The combination or recombination of portions of previously platted lots where the total number of lots is not increased and the resultant lots are equal to the standards of the County Land Development Regulations and/or the Zoning Ordinance.
- The division of land into parcels of five acres or more where no new street is involved. Plats of these exceptions must be received as information by the Planning agency which shall indicate that fact on the plat.

Planning staff will still be able to stamp the plats described above with the stamp stating "THIS PLAT IS NOT A SUBDIVISION AS DEFINED BY THE GREENVILLE COUNTY LAND DEVELOPMENT REGULATIONS". **All other subdivisions will have to be submitted and reviewed as either Summary Plat or Preliminary Plat subdivisions.** The attached instruction sheet indicates the name, address and telephone number of each department or agency that must review the proposed division of land.

pfw

Summary Plat Checklist

FOR FINAL CERTIFICATION AND FOR RECORDING



The 1994 State Enabling Legislation defines a subdivision as all divisions of a tract or parcel of land into two (2) or more lots, building sites, or other division for the purpose, whether immediate or future, of sale, lease or building development...". Therefore, Greenville County must require Subdivision Review of any division of a tract or parcel of land into two (2) or more lots unless it meets the exclusions provided in the State Enabling Legislation.

ARE THERE RECORDED PRIVATE COVENANTS ARE/OR RESTRICTIONS THAT ARE CONTRARY TO, CONFLICT WITH OR PROHIBIT THE PROPOSED REQUEST?

Yes No **IF YES, PROVIDE A COPY.**

After **written approvals of certification** are issued for each applicable area listed below, two mylar plats are submitted to the Greenville County Department of Planning to receive certification for recording. Questions – Please call **467-7270**

Need **WATER AVAILABILITY LETTER**
DHEC (Wells)
Have **Roger Owens 282-4146**
Greenville Water System
Murray Dodd 241-6100
Blue Ridge Rural Water System
Brad Powers 895-1719
Greer Commission of Public Works
Lynn Stewart 877-3381
Laurens Water System
Jeff Field (864) 682-3250

Need **SEWER AVAILABILITY LETTER**
DHEC (Septic Tanks)
Have **Roger Owens 282-4162**
Metropolitan Sewer Subdistrict
Robert Arms 277-4442

VARIOUS OTHER SEWER AUTHORITIES

Need **STORMWATER MANAGEMENT REVIEW**
Must provide a copy of approved grading permit
Have **Land Design Division**
Kimberly Sabripour 467-4610
Suite 3900, County Square

Need **TREE CREDITS – TPP**
Have **If stormwater management requires other than a "simplified" plan, a Tree Protection Plan must be furnished and approved prior to recording a plat**
Pat Webb 467-7270
Suite 400, County Square

Need **FLOOD PLAIN REVIEW LETTER**
Have **Greenville County Bldg. Standards**
Robert Hall 467-7523
Suite 4100 County Square

Need **DRIVEWAY ENCROACHMENT ON A STATE ROAD**
Have **SCDOT Maintenance Office**
Jason Crisson 241-1224
13 Saluda Dam Road
Greenville, SC 29611

Need **DRIVEWAY ENCROACHMENT PERMITS ON A COUNTY ROAD**
Have **Greenville County Engineering Dept.**
Jeanie Snider/Joan Peters 467-7010
Suite 3800, County Square

SUMMARY PLAT

Subdivider's Checklist

- _____ 1. Applicable Survey Standards have been met (state plane coordinate reference if 8 lots or more or 25 acres or more unless exempted).
- _____ 2. Survey metadata file in text format, if applicable.
- _____ 3. One (1) electronic copy of plat, if applicable.
- _____ 4. ~~Two~~ (2) reproducible three mil (.003) mylars. Maximum size 22" x 27". *4 Paper Plat*
- _____ 5. Scale: 1" = 100' or larger.
- _____ 6. Names and lines of streets and roads.
- _____ 7. Lot lines and building lines.
- _____ 8. Lot numbers.
- _____ 9. Reservations, easements, public access, or sites for other than residential use with explanation of purpose.
- _____ 10. North arrow, graphic scale, date.
- _____ 11. Location and description of monuments.
- _____ 12. Name, location, and ownership of adjoining property.
- _____ 13. Location map showing subdivision and surrounding area.
- _____ 14. Name of subdivider or owner.
- _____ 15. Name of surveyor XXXXXXXXXX, license number, and seal.
- _____ 16. Number of acres, lots within subdivision.
- _____ 17. Boundaries of tract and lots with bearings and distances.
- _____ 18. Existing zoning of area.
- _____ 19. Documents verifying availability of utilities:
 - _____ a. Water source
 - _____ b. Sewage disposal method
 - _____ c. Certification from County Engineer

SUMMARY PLAT LAYOUT (REQUIRED)

