



**Subdivision Administration
Greenville County Square
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Suite 4600
Greenville, SC 29601
(864) 467-5764**

**NOTICE TO THE DEVELOPMENT COMMUNITY
SUBDIVISION ADMINISTRATION
APPROVAL OF SUMMARY & FINAL PLATS**

As we are responding to questions and concerns regarding the status of plats in this time of transition we are checking the status in our electronic tracking systems and have discovered that one of the main reasons why delays in approval of summary plats and final plats have occurred or there has been confusion on the status of approval was due to Subdivision Administration staff taking just the plat but not requiring all checklist items at that submittal point.

To ensure a timely turn around by Subdivision Administration all items on the checklist must be included in the submittal along with the plat and accompanying fees must be paid at that time. You will find all submittal checklists on Subdivision Administrations webpage on the County's website. All submittals will be checked against the checklist and will be denied whether submitted in person in Suite 4600 or uploaded to the Subdivision Administration's FTP site (NOT LDDs), if all items are not included.

We are also encouraging the use of the public portal to start the application process for summary plats. We will be moving forward with requiring the use of the public portal for financial securities, final plats and preliminary plats but will allow a period of transition. The benefit of using the public portal is that once initiated from the website you have an easy method to check on the status of the review.