



Sonya Dawson, P.E.
Subdivision Administrator
sdawson@greenvillecounty.org
(864) 467-5764
www.greenvillecounty.org

MEMORANDUM

Date: June 30, 2015
To: Engineering and Development Community
Subject: Preliminary Subdivision Applications

Prior to submitting a Preliminary Subdivision Plan the applicant is encouraged to meet with the Subdivision Administrator and Zoning Administrator for pre-application conference to ensure a proper and expeditious review and avoid undue delay in the review process. If it is determined that the submitted application is incomplete or not compliant with minimum zoning requirements then the Subdivision Administrator will notify the applicant within 48 hours and:

- a. If the submittal deadline has not yet passed, then the applicant may revise and resubmit prior to the deadline, or
- b. If the submittal deadline has already passed, then the application will be administratively withdrawn and deferred to the following month.