



## 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 and include:

1. 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.

**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.