



Land Development Division  
301 University Ridge, Suite 3900  
Greenville, SC 29601  
[www.greenvillecounty.org/land\\_development](http://www.greenvillecounty.org/land_development)  
(864) 467-4610

## MEETING REQUEST INFORMATION AND INSTRUCTIONS

### MEETING TYPES:

- **Engineer Conference:** Technical Meeting between a Greenville County Storm Water Management Plans Examiner (hereby Plans Examiner) and design professional with design professional and Plans Examiner. Either held regarding projects currently in the plan review process or for design professionals who wish to meet regarding technical specifications included in the [Design Manual](#) before the start of a project.
- **Development Conference:** Predominantly used as an initial meeting with the design professional, Plans Examiner and any connected parties (developer/owner/contractor); where the attendees discuss what actions will need to be taken before a Pre-Design Meeting can be scheduled.
- **Pre-Design Meeting:** Pre-Design Meeting between Plans Examiner, developer/owner and design professional. This meeting allows all entities involved in the land development process to understand the storm water management requirements and identify the areas on the site that will require the most attention to meet the requirements of the [regulations/ordinances](#). The project developer/owner is required to attend.

### INSTRUCTIONS:

- 1) **If applicable, obtain previous permit information using the [Freedom of Information Request Process](#)**
  - \* FOIA requests will be processed within 15 business days
- 2) **If scheduling a Pre-Design Meeting:**
  - ✓ Review in detail the [Greenville County Storm Water Management Design Manual](#)
  - ✓ Verify that you have prepared **all** items mentioned in [Chapter 3.1.4](#) of the Design Manual
    - \* For example: Design Information and Concepts for the proposed project addressing Sedimentology, Peak Rate, and Post Water Quality
- 3) **Submit the 'GCLDD Meeting Request Form' (next page)**
- 4) **Complete Page 1 of the [Pre-Design Registry Form](#) and bring with you to the meeting regardless of the meeting type.**

***A Pre-Design Meeting will only count as such if you are able to supply the items mentioned above. In the event the requested information is not provided at the scheduled Pre-Design Meeting, it will be re-classified as a Development Conference. A Development Conference does not take the place of a Pre-Design Meeting: You will be required to schedule a Pre-Design Meeting before submitting any plans.***

### RESOURCES:

- [Greenville County Land Development Division web page](#)
- [Greenville County Storm Water Management Design Manual](#)
- [Ch. 2. Submittal Requirements and Standards](#)
- [Ch. 3.1.4 Steps for Successful Storm Water Management Plans](#)
- [Design Manual Appendix A - Permit Submittal Flow Chart](#)
- [Subdivision Process](#)
- [NPDES Construction General Permit](#)
- [Land Development Regulations](#)
- [Storm Water Management Ordinance](#)
- [Tree Ordinance](#)
- [Floodplain Ordinance](#)
- [Zoning Ordinance](#)



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### Land Development Division Meeting Request Form

Type of meeting requested:

**Pre-Design Meeting**

To schedule a Pre-Design Meeting, please confirm you will supply design information for the following:

- Sedimentology
- Peak Rate
- Post-Construction Water Quality

If not, please select one of the following:

**Development Conference**

**Engineer Conference**

To schedule a meeting for the take-over or re-start of a previously permitted subdivision please fill out the Development Conference Information Form.

**Project Name/Desc.:** \_\_\_\_\_

*Please include land disturbance details such as demo, new, addition, expansion, etc.)*

**Tax Map Number(s):** \_\_\_\_\_

**Subdivision Number:** \_\_\_\_\_

**Approved by Planning Commission?**  **Yes**  **No**

**Approval Date:** \_\_\_\_\_

**Est. Disturbed Acreage:** \_\_\_\_\_

**Total Site Acreage:** \_\_\_\_\_

**\*Zoned as:** \_\_\_\_\_ *\*If zoned PD, POD, NC, or FRD you must supply a Development Plan to Zoning at or before the Pre-Design Mtg.*

**Jurisdiction:**  **Unincorporated** **City (MS4):** \_\_\_\_\_

**Part of a Larger Common Plan or Development?**  **Yes**  **No**

**LCP/LCD Info (Main TM #, Master Plan Permit Info, Etc.):** \_\_\_\_\_

**Previously permitted?**  **Yes**  **No**

**Previous permit number(s)/name(s):** \_\_\_\_\_

**Existing Detention Ponds or other BMP Features on site:** \_\_\_\_\_

**Design Professional/PE:** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Submit via email at [landdevelopment@greenvillecounty.org](mailto:landdevelopment@greenvillecounty.org) or by fax (864) 467-7518.

One of our staff members will contact you within 24 hours of your request to schedule a meeting.

FOR OFFICE USE ONLY

**Meeting Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Assigned PR:** \_\_\_\_\_