

# STORMWATER & SUBDIVISION NEW & RE-SUBMITTAL REQUIREMENTS

## A NEW Stormwater submittal package must include:

1. A transmittal letter listing what is included in the package
2. Current (rev. 1/2013) Stormwater Application
3. Current SC DHEC NOI Application (\*ENTIRE APPLICATION)
4. Primary Permittee Responsibilities Acknowledgement Sheet
5. Stormwater Checklist completed in its entirety (rev. 1/2013)
6. Land Disturbance Fee & Plan Review Fee made payable to Greenville County
7. A copy of the Pre-Design Registry form
8. Engineer Report with supporting documents – bound and tabbed, with a Table of Contents included and pages numbered sequentially
9. Two (2) site plans which must be folded and stapled in sets (no exceptions) – If project plans are received **un-folded** and **not stapled** in complete sets, the project will be returned
10. CD containing Hydraflow, SEDCAD, IDEAL files (any program used)

### IMPORTANT REMINDERS:

- Items 1-10 must be submitted
- All signatures on Application and Checklist must be signed in **BLUE** ink
- All Projects received after **2:00 pm** will be logged into the division's tracking system the following business day, then submitted for review
- Any incomplete plan submission may result in an immediate rejection by Land Development Administrative Staff (i.e.: missing original signatures on applications, missing fees, missing or unfolded plans)
- The project owner must apply with a physical address – P.O. Box addresses will NOT BE accepted

## A Re-submittal package must include a transmittal letter to include the following:

1. Project name
2. Application/Permit number
3. Tax map number
4. Copy of the Plan Reviewers comment letter and/or Plan Review Complete Fax Notification
5. Response to Plan Reviewer comment letter

*\*If submitting additional site plans, you must fold and staple into complete sets*

## The subdivision package must include a transmittal letter to include the following:

1. The subdivision number given by the planning commission
2. Note road type (i.e. public, private, etc.)
3. Three (3) sets of plans (2 sets for 2nd submittal)
4. Copy of Preliminary Approval from Planning
5. Engineer Report with supporting documents

*\*Subdivision review fee must be made out to **Greenville County** (this check has to be separate from the Plan Review and Land Disturbance Fee Subdivision Checklist items)*

## A S/D Re-submittal package must include a transmittal letter to include the following:

1. Subdivision name
2. Subdivision project number
3. Copy of the Plan Reviewers letter of comments
4. A letter addressing Plan Reviewers comments

Address all submittals to: Greenville County Land Development Division  
301 University Ridge, Suite 3900 - Greenville, SC 29601

Please sign-in new or re-submittal projects to the receptionist for processing  
Questions? Contact the Permit Coordinator at [muhrinek@greenvillecounty.org](mailto:muhrinek@greenvillecounty.org)