



Greenville County Subdivision Administration
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Greenville, SC 29601
Office: 864.467.7283

Subdivision Administration Closing out Financial Security Policy

Date: September 17, 2026

Per LDR 3.4.9(c), financial securities may be released through subdivision closeout once all required documents have been submitted to Subdivision Administration and a final inspection and acceptance has been completed. Please allow up to 45 days from the submission of all required documents for processing of the closeout application and release of the financial security.

If you are seeking to complete closeout in lieu of renewing a financial security during your assigned renewal cycle, refer to the Financial Security Calendar for the applicable due date. If a complete closeout packet is not submitted by the applicable due date, the financial security may be required to be renewed as scheduled to ensure continuous coverage until the closeout process is complete.

Please submit the required documents below with your application:

- Final water letter
- Final sewer letter
- SCDES Permit to Operate (PTO)
- Acceptance letter from Greenville County or the municipality
- Contractor affidavit, with original signatures
- Donor affidavit, with original signatures
- Road dedication (Book & Page)
- Sidewalk Escrow, if applicable
- Covenants (Book & Page)
- Open space easement, if applicable (Book & Page)
- Common areas deeded to HOA (Book & Page)