



Subdivision Administration Policy Notice

TO: All Engineers, Surveyors, and Real Estate Developers Serving Greenville County

SUBJECT: Preliminary Subdivision Submittal Process and Checklist update

EFFECTIVE: August 2021

Please be advised that the Preliminary Subdivision Submittal Process and Checklist have been updated. All incomplete applications will no longer be accepted by Greenville County Subdivision Administration. Any applications that are submitted and deemed incomplete will be voided in our system and a new application will be required in the next application cycle. All fees submitted with incomplete applications will be forfeited and are not eligible for a refund.

In addition to the changes listed above the other key changes to the Preliminary Plan Checklist are as follows:

- If applicable, annexation into the respective sewer district is required prior to the submittal of a preliminary plan application. If not, the application will be deemed incomplete.
- If located in a Special Purpose and Review District, rezoning approvals and/or any changes to an approved Review District plan must be approved prior to the submittal of a preliminary plan application.
- Specific requirements page is no longer required.
- All incomplete submittals will be voided and a new application will be required. Any fees paid on an incomplete Preliminary plan application will be forfeited.

The updated Submittal Process and Checklist attached is to this email. This updated form will be added to Subdivision Administration public portal this week. If you have any questions, please don't hesitate to contact the Subdivision Administration office. Thank you.