



Preliminary Subdivision Submittal Checklist

All incomplete applications will be voided and new applications must be submitted. After the SAC meeting, all applications and resubmissions need to be submitted by noon on the deadline day. Applications must be completed by the review deadline in order to be considered complete. Dates and deadlines are listed in the Subdivision Review Calendar. *Any fees paid on an incomplete Preliminary Plan application will be forfeited.*

Go online to the Development Services web page to begin the submittal process. You will need the following:

- 1) Preliminary Plan Application - Due by the Friday after SAC, will be sent by Staff.
- 2) An Electronic copy of the plan
- 3) Pay fee for preliminary subdivision, based on the number of lots - See Subdivision Administration Fee Schedule.
- 4) Attach notification from sewer provider of capacity availability, if public sewer is proposed. If applicable, annexation into the respective sewer district is required prior to the submittal of a Land Disturbance Permit.
 - ReWa Capacity Request form should be signed by both ReWa Representative and Sewer Provider
 - If Septic is proposed, attach notice from ReWa confirming that sewer service is not available to the site.
- 5) Attach notification of Water Capacity Availability on letterhead from Water Provider
- 6) 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. Applications with pending “straight” rezoning approvals must not be submitted until after approval at the second reading. Straight rezoning’s are all rezoning requests excluding Special Purpose and Review Districts.
- 7) If the project is zoned FRD, PD, POD, or NC, please include the summary table below.

Residential	Entire Development	This Plan	Cumulative
Permitted Density			
Gross Acres			
Units Allowed			
Units Proposed			
Non-Residential	Entire Development	This Plan	Cumulative
Gross Acres			
Number of Buildings			
Gross Square Feet			

- 8) Attach notice of approved Final Development Plan, if applicable.
- 9) Attach a letter of request for any variance from minimum standards of Greenville County Subdivision Regulations and associated application fee. The Variance Request should be submitted online through the Development Services webpage.

- 10) Application to include notes addressing issues discussed at Pre-Submittal Meeting, if applicable.
- 11) Attach notice from E-911 regarding approval of proposed subdivision name.
- 12) Attach Traffic Impact Study, if applicable per LDR Article 9.
 - If an SC DOT Traffic Study is required, the DC DOT Traffic Requirement form must be submitted within 10 business days of the Subdivision Advisory Committee meeting. *If not submitted by the deadline, the application will be deemed incomplete.*
- 13) Please be advised that the Bunched Arrowhead plant is listed as an endangered species by the U.S. Fish & Wildlife Service and is known to be found within a five-mile radius of Travelers Rest. A bunched arrowhead survey must be completed when within two miles of a known bunched arrowhead occurrence or if there is a wetland habitat on-site. We recommend that a survey be completed by someone proficient with species identification.
- 14) For applications located within the City of Travelers Rest, please submit notification confirming that the applicant has satisfied the City's pre-submittal requirements.
- 15) Attach Project Preview Meeting Report, if Open Space Subdivision.
- 16) If RV Park, attach a copy of the blank Lease Agreement with the regulations of the Park that includes following language:
 - Unlabeled (ANSI 119.5 as amended) units are not permitted on site.
 - Occupancy shall be limited per the manufacturer's label only. (ANSI 119.5 as amended).
 - All units shall be installed per the manufacturer's set up instructions and label (ANSI 119.5 as amended) and each unit's set up instructions shall be made available to Greenville County upon request.
 - Each unit shall have a current South Carolina vehicle registration, and registration tag shall be affixed to the unit.
 - Sheds and other accessory structures, steps/stairs, decks, or other construction (including flatwork) is required to be permitted and approved through Greenville County prior to installation. These appurtenances are only allowed in the areas designated on the approved site plan (690 sf. minimum area per site).

This checklist is not to be considered as exclusive of all requirements. You must refer to the LDR for a complete listing of all requirements. If any of the LDR requirements are not met within the submission, the application will be considered incomplete. It is the responsibility of the agent submitting the application to ensure that all necessary requirements and documentation needed are included with the submittal. The applicant resubmittal deadline is the last time to make any changes.