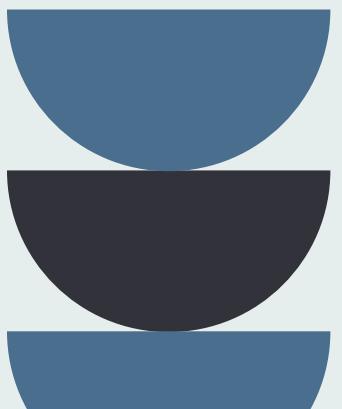


SAC Process

(Also known as the Preliminary Plan Process)



Note

This brochure is a brief overview of the platting process for Major Subdivisions and all applications listed above. Refer to the Land Development Regulations for detailed requirements for specific submittals.



Subdivision Review Calendar

Refer to the subdivision review calendar for all submission dates. This calendar is designed in a row and divided into sections. The submission process starts at the top, and every due date below applies to that month's submission. The Greenville County planning staff will always direct you to follow this schedule unless otherwise specified.

https://www.greenvillencounty.org/landdevelopment/pdf/subdivision_review_calendar.pdf

This Process Applies To

- **Preliminary Plans**
 - *Major Subdivisions*
 - *Group Developments*
 - *Duplex Developments (3 or more duplexes)*
 - *Tiny Home Development*
 - *Mobile Home Parks*
- **Road Name Changes**
- **Drainage / Utility Easement Abandonments**
- **Variance Request**
 - *From ordinances listed in the Land Development Regulations*
 - *Variance Requests associated with a development*
 - *stand alone variances*



Pre-Submittal Process

The preliminary plan process begins with a pre-submittal meeting between the property owner, engineer, and county staff. These meetings are only required for major subdivisions located within Greenville County's unzoned area. All other application types may be submitted without it. The concept is discussed and staff provides valuable feedback and direction for the project going forward. Refer to the calendar for meeting dates and deadlines. To schedule a meeting complete the pre-submittal form and email the form and your plan to psmrequest@greenvillecounty.org



Preliminary Plan Checklist & Requirement

Refer to the Preliminary Plan Checklist for a full list of required items.

<https://www.greenvillecounty.org/LandDevelopment/pdf/PreliminaryPlanSubmittalProcessCheckList.pdf>



Sign(s) Posted

The applicant posts signs on the property to notify the public that land development activities are proposed.

**Proposed
Subdivision
Want Information?
467-5764**

www.greenvillecounty.org



Preliminary Plans and Other Application Distributed for Review

The application is sent to the Subdivision Advisory Committee (SAC) for review and comment. The members of this committee represent the public service/emergency service providers and other regulatory agencies. Other members are included in the submittal as needed. The Greenville County Subdivision Administrator serves as chair of the committee



Subdivision Advisory Committee (SAC)

This Committee is for the Technical review of the application. Once the technical review is satisfied, these applications can proceed with construction. All others will proceed to the Planning Commission. SAC review-only applications include:

- RV Parks
- Mobile Home / Manufactured Home parks
- Townhome Developments - These do not create roads or new lots
- Group Developments(Unless lots are created)
- Some Preliminary Plan Revisions (This is at the discretion of the Subdivision administrator and is dependant on the nature of the revision)



Subdivision Advisory Committee Members(SAC)

Agency: Greenville County Subdivision Administration

Responsibility: Administrative Review

Agency: Greenville County Planning & Code Compliance

Responsibility: Flood Plain Management

Agency: Greenville County Planning & Code Compliance

Responsibility: Codes Enforcement

Agency: E911

Responsibility: Road Names / Addressing

Agency: Greenville County Engineering Department

Responsibility: Traffic Engineer

Agency: Greenville Health Department

Responsibility: Septic Tanks / Wells

Agency: School District of Greenville County

Responsibility: School Planning & Sidewalks

Agency: Greenville County Land Development Division

Responsibility: Stormwater Management

Agency: Greenville Water System

Responsibility: Water Availability

Agency: SCDOT

Responsibility: SCDOT Road-Encroachment Permits

Agency: Renewable Water Resources

Responsibility: Waste Treatment



Plans Reviewed by SAC

SAC meets monthly to present comments at a formal meeting. Each agency may also present any special conditions, requirements, or policies that must be met to approve the project.



Revision and Re-review

The applicant will address SAC comments before going to the Planning Commission. Staff and SAC members re-review for accuracy and completeness.



Recommendations Prepared by Staff

Next, staff consolidates any outstanding issues and makes a recommendation for approval, approval with conditions, or denial to the Greenville County Planning Commission.



Greenville County Planning Commission Action

At its regularly scheduled meetings on the fourth Wednesday of each month, the Planning Commission hears the recommendations on each preliminary plan. The commission may

allow citizens to speak about the subdivisions. The commission's decisions are binding on all Greenville County departments.

The commission bases its decision to approve, approve with conditions, or deny on the requirements in the land Development Regulations. The value of proposed homes or the appearance of structures are not approval criteria. Following the commission's approval, the developer works with each agency to ensure that items such as road construction, stormwater management, and water and sewer systems conform to their regulations.



Notification of Planning Commission's Action

The Subdivision Administration staff notifies the developer and engineer of the Planning Commission's action by letter. Any conditions for approval or reasons for denial are also provided.



Developer Secures Permits

Upon The Planning Commission's approval, the developer obtains approval of engineered drawings and secures all necessary construction permits, including (but not necessarily limited to):

- Road Plan And Profile
- Grading Permit (Stormwater Management Plan)

- Permits To Construct Water & Sewer Or
- Septic Tank Review
- Encroachment Permits
- Floodplain Management
- Utility Construction Coordination



Construction Inspections

Once construction proceeds, the reviewing agencies conduct their inspections to ensure the infrastructure installation is according to the approved engineered plans. Specific questions regarding various aspects of the subdivision construction process should be addressed to the representative of the appropriate reviewing agency.

The construction costs for the development of the subdivision are borne solely by the developer. There is no participation in the cost of the development by Greenville County or the other agencies involved. The developer installs the infrastructure and then turns it over to the agencies for maintenance.



Final Plat Submittal and Recordation

Final Plats are submitted to, and reviewed by, the County to ensure legal requirements are met. Once approved, the developer has two options to record a Final Plat:

1. **Completely build the required infrastructure.** When infrastructure is accepted by the various agencies, then the plat may be recorded and lots can be sold.

2. Record the Final Plat under financial surety. The developer submits certified construction estimates for the construction cost of the remaining items. Upon County approval of the estimates, surety can be obtained. Furnishing this surety allows the recordation of the Final Plat before construction is completed. If the developer is unable to complete the required construction, the County draws on the secured funds and completes the construction.



Short list of relevant Fees

Preliminary Subdivision Plans (Municipality)	1000.00
Preliminary Subdivision Plans (Unincorporated Area)	\$700 + \$20/lot + 40 (Signs fee)
Revisions of Preliminary Plan (Municipality & Unincorporated Area)	\$700
Variance Request	\$400
Variance Request (Associated with Preliminary Plan)	\$400
Road Name Change	1000
Road Name Change - New Signs	\$400

Refer to Fee Schedule Subdivision Administration for a full list of fees

<https://www.greenvillecounty.org/LandDevelopment/pdf/FeeScheduleSubdivisionAdministration.pdf>.



Contact info

Subdivision Administration

**301 University Ridge, S-3300
Greenville, SC 29601**

www.greenvilleplanning.com

Email: subdivisioninquiry@greenvillevcounty.org

Phone Number:
864-467-5764