



## Subdivision Administration Policy Notice

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

**SUBJECT:** Application Fee Submittal Requirements

**EFFECTIVE:** December 17, 2018

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The Subdivision Administration office will only accept application fee payments that clearly identify the case name and number (if applicable) for which fees apply.

All preliminary plan and final plat application fees will only be accepted if there is a case created in Cityworks-the County's web portal for electronic plan submittals. The case name and number must be written on the check at the time of payment. Payments without a case name and number will not be accepted at the counter or processed if submitted by mail.

If you have questions regarding how to submit application fees, please call 864-467-5764.