

# Greenville County Minor Subdivision Submittal Guidelines

## Definition of A Minor Subdivision:

A minor subdivision is the division of land into 6 or fewer lots, at one time or over a period of time, which does not require the construction of a new street with a new right of way, the extension of a public water or sewer system or the installation of drainage improvement to facilitate residential lot construction. Applications for minor subdivisions and family subdivisions must follow the Summary Plat process.

## Application Completion Checklist (for Family Subdivision Checklist see page 2):

- Water availability letter (*n/a if serviced by well*)
- Sewer availability letter (*n/a if serviced by septic tank*)
- SC DOT encroachment letter/email, if applicable. (*Stating proposed encroachment is acceptable by SCDOT*)
- Recorded easements and/or restrictions that apply to this property if applicable.
- Recorded and/or copy of HOA/POA restrictive covenants, if applicable
- Documentation of HOA/POA establishment, if applicable
- Fee: \$400 + 50 per lot
- Summary Plat (*for more information see page 5*)
- Minor Subdivision Application, signed by owner(s) (*see pages 6 – 8*)

## If utilizing an unpaved private shared drive, you are also required to provide the following:

- Draft copy of access and utility easement for a proposed private drive, if applicable.
- Fire Chief Approval letter for a private drive (*only applicable if constructing an Unpaved private shared drive see LDR Sec. 5.4*)
- Name approval email or form from the E-911 Department
- Keep in mind that an unpaved private shared drive must be built before the summary plat submittal and will require a Land Disturbance permit from Greenville County Land Development. An Engineer will be required for this process.

## Approval Process

Applicants are encouraged to submit a Summary Plat using the Online Permit Development Center- the County's web portal for electronic submittals. The Online Permit Development Center also known as Cityworks is designed to streamline plan review, allow for online fee collection, and permit staff and applicants to track progress. Start the application by using the link below to establish a login and password.

<https://cityworks.greenvillecounty.org/cwpub/template/login.aspx>

1. Within two (2) days of submittal (three (3) days if submitted after noon), Subdivision Administration staff will review uploaded applications for completeness ("Initial Review").
2. Applicant and/or the consultant identified on the application will be notified via email of any deficiencies found during the Initial Review.
3. Once any deficiencies have been addressed, the formal ten (10) day review process ("Review") will begin and the Summary Plat will be distributed electronically to the internal members of the Subdivision Advisory Committee (SAC) for review and approval.
4. Upon completion of the Review process, all comments received will be forwarded in an e-mail to the applicant outlining the required changes to the submitted plat. **Plat revisions received before comments have been sent will not be reviewed.**
5. Upon receipt of the revised Summary Plat, an additional ten (10) day Review process will re-open to only those departments or agencies of SAC that previously denied the submittal

6. Upon notification that the Summary Plat has been approved a paper copy of the approved plat must be submitted for signature by the Subdivision Administration Office with the signature from the property owner and the signature and seal from the surveyor. The surveyor must submit an electronic copy of the summary plat in DWG format. Additionally, Once signed, the approved plat and **original Road Dedication (if applicable) and any other associated easements (if applicable)** may be recorded with the Greenville County Register of Deeds Office (*Level 2*).
7. Once recorded, **the applicant must return the recorded Summary Plat to the Subdivision Administration Office (*Level 1*)** for inter-office routing to establish street addresses and tax map numbers for new lots.
8. The applicant will be notified that the recorded plat will be mailed via USPS to the address provided once new addresses and tax map numbers have been issued.

### **Family Subdivision Exemption**

The Family Subdivision Ordinance exempts citizens interested in creating lots for immediate family members from the formal review process before plat approval until the time of development of each lot. Subdivisions, under the No Land Disturbance Policy, shift the responsibility of the permitting/stormwater management planning preparation onto the individual property owner of lots created under the Family Subdivision Ordinance. For the purpose of this ordinance, immediate family is identified as any person who is a natural or legally defined offspring, stepchild, spouse, sibling, aunt, uncle, niece, nephew, grandchild, or parent of the landowner. The property owner may also be a family trust or family partnership so long as the trustees, beneficiaries, and/or partners are composed only of members of the immediate family of the property grantor.

Interested parties must submit a complete summary plat application along with an affidavit identifying the relationship between immediate family members and a plat signed and sealed by a professional land surveyor. Family Subdivision plats must comply with the Summary Plat plan requirements at LDR 3.5.4 and include the Family Subdivision Exemption notes per LDR 3.6.3 (see notes below).

#### **Family Subdivision Application Checklist:**

- Summary Plat (see page 5 for more information)
- Signed Affidavit(s) (showing immediate family relationship)
  - A deed of distribution can be submitted instead of an affidavit(s)
- Minor Subdivision Application, signed by owner(s) (see pages 6 – 8)
- Road Dedication Form
- Fee: \$350

#### **Family Subdivision Plat Notes:**

- This division is in accordance with the Family Subdivision Exemption.
- There is no land disturbance associated with this Family Subdivision.
- At the subdivider's request, this plat was not evaluated for future development (water availability, sewer availability, Stormwater management requirements, floodplain requirements, or encroachment requirements).
- At the time of development each lot must be evaluated for development and obtain a Land Disturbance Permit through the Land Development Division to address water quality and quantity.
- A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.

### **Submittal Requirements**

The subdivision of land must meet the minimum requirements of the Land Development Regulations (“LDR”) and each lot must conform to all applicable Zoning Regulations. Prior to receiving Summary Plat approval, it shall be determined that lots have access to and frontage on a public right of way which has been accepted by the County or the South Carolina Department of Transportation (“SCDOT”) for continuous maintenance. If public water and sewer are available, appropriate documentation of water and sewer service must be provided. If using individual wells or septic tanks, contact the South Carolina Department of Health and the Department of Environmental Control (“SCDHEC”) for their procedures and lots will be evaluated at the time of development. If a Stormwater Permit has been obtained, include the number on the Plat when submitting. The County Engineer may require the developer to provide additional drainage information as may be required by State or Federal law.

### **Stormwater Management**

In accordance with the Clean Water Act, Greenville County’s stormwater ordinance requires the evaluation of subdivision activities to protect the quality and beneficial uses of the County’s surface water resources from pollution in stormwater runoff from construction activities. A Stormwater Pollution Prevention Plan (“SWPPP”) is required by a registered design professional when the division of a parcel into more than two parcels at one time, or over a period of time, will result in 1) an increase of one cubic foot per second (cfs) in runoff from future development impervious surface from the existing land previous condition or 2) an accumulative land disturbance totaling one or more acres. Land Development Division (“LDD”) staff can review the proposed long-term development plan with the subdivider to determine if a SWPPP or a simplified grading permit is required. Applicants are advised to schedule a threshold conference with LDD to determine if a SWPPP is required. It is the subdivider’s responsibility to outline who will be responsible for meeting the Stormwater management and erosion control requirements for lot development. Specifically, the applicant must identify which Stormwater management procedure below will be adhered to at the time of application:

- An approved Stormwater Pollution Prevention Plan
  - A SWPPP is necessary if the subdivider desires to develop created lots immediately.
  - A registered Tier A or B surveyor is required to prepare the summary plat. A registered design professional is required to prepare the SWPPP which may include a licensed engineer, Tier B Surveyor or landscape architect.
  - An approved SWPPP is required prior to plat approval. An approved SWPPP should be obtained prior to submitting a summary plat application to avoid unnecessary plat review delays.
- Zero Land Disturbance (for residential lots)
  - This option will be applied to all residential lots unless existing Stormwater infrastructure is on the property or else the conditions on the site are determined to require a common plan
  - The responsibility of Stormwater plan preparation is shifted to the individual property owners of created lots.
  - A hold will be placed on building permits for each created lot. At the time of development, each lot will have to obtain a Greenville County Land Disturbance permit which may be obtained by the builder, in coordination with the owner.
  - A registered Tier A or B surveyor is required to prepare the summary plat.
  - Zero Land Disturbance is only an available option for residential lots; all non-residential lots must have an SWPPP prior to plat approval

If using the Zero Land Disturbance Option, the following notes are to be added to the plat:

- There is no land disturbance associated with this summary plat
- At the time of development each lot must obtain a Land Disturbance Permit through Land Development Division to address water quantity and quality.
- A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.

## **Submittal Specifications**

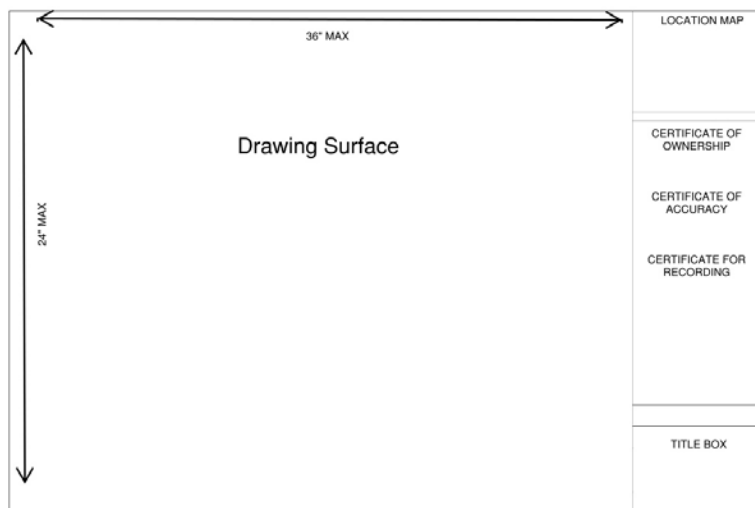
The following minimum requirements have been established for all new Minor Subdivisions to ensure that the development of these lots will protect public health and safety and the orderly development of the surrounding area.

1. Each lot must conform to all applicable Zoning Regulations or Land Development Regulations, including Unzoned areas.
2. Does not potentially obstruct the floodplain.
3. Does not violate the intent of the Land Development Regulations or Zoning Ordinance.
4. The subdivider shall design the lots to reflect the unique characteristics of the property by responding to its topography, wetlands, streams and forests and their relationships to adjoining properties and roads.
5. At the point where an applicant/property owner wants to exceed the criteria for a Minor Subdivision, the criteria for a Major Subdivision will apply for the entire project.
6. The parcel shall not be located in an existing subdivision (residential development) and it must be a previously platted lot of record.
7. In the unzoned area of the county or if zoned for Rural development (R-R1 or R-R3), subdivisions not fronting on a public road may utilize the unpaved shared drive option to provide access.
8. It is the subdivider's responsibility to assure that the proposed lots meet the criteria for public water systems or sewage systems. Appropriate agency approvals must be provided to Subdivision Administration prior to review of the Summary Plat.
9. It shall be the subdivider's responsibility to assure that the proposed lots have direct access from the lot to a right of way dedicated to public use.
10. It is the subdivider's responsibility to outline who will be responsible for meeting the stormwater management and erosion control requirements for lot development.
  - a. If the subdivider's lots are non-residential or otherwise determined to require stormwater management, appropriate stormwater permits are to be obtained prior to the approval of the plat.
  - b. If the subdivider's lots are residential and are not determined to require stormwater management, the following notes are to be added to the plat:
    - i. There is no land disturbance associated with this Summary Plat.
    - ii. At the time of development each lot must obtain a Land Disturbance Permit through the Land Development Division to address water quantity and quality.
    - iii. A building and land disturbance hold will be placed on each lot until a Land Disturbance Permit has been obtained.
11. If the new proposed lots have existing structures, zoning and encroachment shall be evaluated.
12. If the new proposed lots are non-residential, stormwater evaluation will also be required.

## Plan Requirements

One electronic copy of the Summary Plat shall be submitted at a scale of at least 1 inch=100 feet. The summary plat shall not exceed 24"x36" overall dimensions.

- Location Map
- Street Names and Inventory Numbers
- Lot lines (existing, to be abandoned(if applicable) and proposed) and building lines of existing structures
- Proposed lot numbers
- Tax map number
- Number of acres
- Reservations, easements, flood plain, public accesses, or other areas of land not for residential use
- North arrow, legend, graphic scale, date, and title
- Location and description of survey boundary monuments
- Name, tax map number and ownership of adjoining property
- Name of subdivider or owner
- Name of SC registered land surveyor with embossed seal
- Drainage easements shall be provided for all drainage outfalls onto the property from the roadway (easements may be required)
- Areas of Special Flood Hazard
- USGS Blue line streams with Greenville County buffer easements
- Appropriate Right of Way required
- Cemeteries and Burial Grounds
- Appropriate notes regarding permitting needs for encroachments, land disturbance, and floodplain development as may be required by Article 17 of the LDR
- Title box to contain:
  - Name of subdivider or owner
    - If owned by an LLC or business entity a registered Agent or Representative must be listed
  - Name of surveyor or engineer with appropriate license
  - Number of acres and number of lots to be created
  - Zoning of property
  - Date field survey was completed
  - Summary Plat Case Number
- Certificate of Ownership and Dedication
  - Name(s) of owner must be added to certificate or under the signature line
- Certificate of Accuracy
  - Seal and signature must be consistent with the surveyor listed in the certificate of Accuracy
- Certificate of Approval for Recording





## Minor Subdivision Application

FOR OFFICE USE  
 Municipality   
 Holds Required

<b>Title of Plat:</b>	
<b>Parcel No.(s):</b>	

**PROPERTY OWNER**

<b>Name(s):</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>City:</b>	
<b>State:</b>		<b>Zip:</b>	

**CONSULTANT (Surveyor, engineer, etc. person to whom all correspondence will be sent):**

<b>Consultant Name:</b>			
<b>Company Name:</b>			
<b>Email:</b>		<b>Phone:</b>	
<b>Address:</b>		<b>City:</b>	
<b>State:</b>		<b>Zip:</b>	
<b>Consultant Type (place an X):</b>	<input type="checkbox"/> Engineer	<input type="checkbox"/> Tier-A Surveyor	<input type="checkbox"/> Tier-B Surveyor

**PROPOSAL**

<b>Proposed Land Use</b>	Commercial or Residential	<b>Zoning:</b>	
<b>Total Acres:</b>		<b># Lots:</b>	
<b>Existing Stormwater Maintenance Agreement #:</b>	_____ If applicable		
<b>In Municipality?</b>	_____ Name of Municipality		
<b>Is this a Family Subdivision?</b> If yes, attach an original copy of the required notarized affidavit signed by the grantor and grantee.			

**UTILITIES & SERVICE**

Water supply provided by:

- Individual well
- Community system, specify the type. \_\_\_\_\_
- Municipal system (attach availability letter from Water Provider)

Wastewater collection/treatment provided by:

- Private septic
- Community system, specify type. \_\_\_\_\_
- Municipal system (attach the availability letter from Sewer Provider)

**Existing & Proposed Roads To Be Used To Access Created Lots**

- State Road, indicate road name \_\_\_\_\_ (attach SC DOT Email Approval)
- Private Road, indicate road name \_\_\_\_\_
- County Road, indicate road name \_\_\_\_\_
- Private Drive, indicate drive name \_\_\_\_\_;  
Indicate LDD Permit Number \_\_\_\_\_ (attach a letter from Fire Marshall/Chief confirming drive meets Fire Code and unrecorded copy of unpaved Private Drive Easement Agreement).

**EXISTING OR PROPOSED GROUP DEVELOPMENT**

Will the proposed units have driveways, parking areas, yards, courts or other facilities owned and maintained in common area?                     Yes     No

If yes, the proposal must follow the preliminary plan and final plat approval process. The summary plat process does not apply. For more information regarding this process visit our webpage.

<https://www.greenvillemounty.org/LandDevelopment/PreliminaryPlanProcess.aspx>

Does the proposed subdivision site have existing driveways, parking areas, yards, courts or other facilities owned and maintained in a common area?                     Yes     No

If yes, please attach documentation of POA/HOA establishment and copy of recorded POA/HOA restrictive covenants and/or easements.

**Storm-Water Management Plan Option**

The Greenville County stormwater ordinance requires an approved Stormwater Pollution Prevention Plan before the approval of subdivision plats.

- An Approved Storm-water Plan (Registered design professional required i.e. landscape architect, engineer or Tier B Surveyor)
- Zero Land Disturbance Permit (No registered design professional required)

The responsibility of stormwater plan preparation is shifted to individual property owners of created lots. A hold will be placed on building permits for each created lot. At the time of development, each lot will have to obtain a Greenville County Land Disturbance permit through LDD to address stormwater quality and quantity.

**Property Owners:**

All property owners must sign this application unless one or more individuals are specifically authorized to act as an agent on behalf of the collective interest of some or all of the owners (provide a copy of such authorization).

The undersigned property owner(s) hereby authorize the filing of this application (and any subsequent revisions thereto).

**Print Name:** \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**If owned by an LLC or Business Entity list name and members below;**

**Name of Entity:** \_\_\_\_\_

**Business Member(s):** \_\_\_\_\_

**Applicant (if not property Owner):**

The undersigned applicant hereby certifies that to the best of his or her knowledge and belief, all information supplied with this application is true and accurate.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Greenville County Subdivision Administration Office  
301 University Ridge, Suite S-3300, Greenville, SC 29601  
[subdivisioninquiry@greenvillecounty.org](mailto:subdivisioninquiry@greenvillecounty.org)

