

Greenville County Subdivision Administration Office

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EXEMPT SUBDIVISION PLAT SUBMITTAL GUIDELINES AND CHECKLIST

DEFINITION OF AN EXEMPT PLAT:

Exempt plats are plats that do not conform to the strict definition of a subdivision as described in the Greenville County Land Development Regulations (LDR) but must be submitted to Subdivision Administration for review and approval prior to recording with the Greenville County Register of Deeds (ROD) as required by the LDR and state law. The purpose of this review is to assure that existing and proposed land parcels and structures are in compliance with all applicable zoning district and subdivision regulations. The following plats are considered Exempt:

- I. Survey plat (whether newly performed or historical) showing existing lots of record and does not create roads or shared drives.
- II. Mortgage plat (used for purchasing property)
- III. Lot line adjustments where the total number of lots is not increased and the resultant lots meet the requirements of the underlying zoning and/or LDR.
- IV. Combination or recombination of entire lots of record where no new street or change in existing streets is involved.
- V. Division of land into parcels of 5 acres or more where no new street is involved.
- VI. Division of land by order of probate court or master in equity based on the settlement of an estate.

APPROVAL PROCESS

Subdivision Administration staff shall make a determination of whether the proposed subdivision or plat of survey meets the requirements of an exempt subdivision. Unless changes are required, exempt plats are reviewed and approved at the Subdivision Administration counter ([fees apply](#)). However, exempt plats involving parcels located within the City of Fountain Inn, Mauldin, Travelers Rest, Simpsonville, Greer or Greenville must be taken to the respective municipality for review and approval before the plat can be recorded. Five-acre subdivisions must be recorded at ROD and then taken to E-911 followed by the Real Properties Office for new physical address assignments and tax map numbers for new lots created.

MINIMUM PLAT STANDARDS

- A. General Guidelines
- B. All plats must display the correct Greenville County Tax Map Number and meet the requirements of the Standards of Practice Manual for Surveying in South Carolina. Additionally, plats must contain enough pertinent data and appropriate information to make a determination of consistency with all applicable zoning and land development regulations at the time of recording. All plats, whether prepared in previous years but not recorded, must depict accurate conditions at the time of recording. Plat approval is contingent upon this determination.
- C. Title
- D. Purpose for Plat
- E. Frequently, law firm and real estate agency staff (“runners”) are sent to the Subdivision Administration office to have a plat approved and recorded. Runners often have no information about the plat or the purpose for the survey. Therefore, the plat must clearly indicate the activity being recorded and indicate the owner or name of the person requesting the survey. Examples include, but are not limited to the following (wording may be substituted):
 - Closing loan or mortgage survey
 - Subdivision of property
 - Combination or recombination of previously recorded platted lots or portions thereof
 - Change of ownership
 - Re-survey/boundary survey
- F. Surveyors name, embossed seal, signature, registration number, address and phone number D. Location map
- G. State and County/City in which the property is located
- H. Tax map numbers
- I. North Arrow, graphic scale, and date
- J. Date field survey was completed
- K. Certification of Surveyor stating "Class" of Survey, e.g.:
 - a. "I hereby state that to the best of my professional knowledge, information, and belief, the survey shown herein was made in accordance with the requirements of the Standards of Practice Manual for Surveying in South Carolina, and meets or exceeds the requirements for a Class __ survey as specified therein; also there are no visible encroachments or projections other than shown." Lot and block numbers and/or the full names of adjoining landowners.
- L. Names of all streets and railroads with their right-of-way
- M. All proposed lot lines and area of lots
- N. Location and description of monuments
- O. All property lines shall be defined by bearings and horizontal distances
- P. All newly establish easements must be labeled as ingress/egress/utility easements

Parent Parcel

When a new parcel is created from a parent parcel, Subdivision Administration staff is required to review the remaining portion of the parent parcel to determine that it complies with the applicable zoning and subdivision regulations. Therefore, the relation of the divided lot(s) to the parent lot must be clearly shown on the plat. The entire parent parcel and the proposed division(s) must be shown on the plat when feasible. When the parent parcel is of a size that it is not feasible to show the entire parcel on the plat to be recorded, the surveyor may present a compiled map drawn from previously recorded documents which represent the general configuration of the parcel where partial surveying has been performed by the land surveyor preparing the map. In cases where the general configuration of the remaining parcel is illustrated using previously recorded documents, the plat shall include a note stating such and/or different line weights to differentiate property lines that have been surveyed. An example of the aforementioned plat note might read as follows: "property lines shown as dashed were not surveyed" etc.

Boundary Line Adjustments

Exempt plats involving the combination of lots and/or lot line adjustments must illustrate and clearly label lot lines that will be abandoned as a dashed/dotted line and identified as "old lot line." Likewise, new or proposed lot lines shall be illustrated with solid lines and labeled as new or proposed lot line.

Existing Buildings

Existing buildings on the parcel(s) must be shown on the plat with setback distances from existing and new property lines to demonstrate compliance with zoning district building setback regulations.

Division of Land by Order of Probate Court or Master in Equity

The subject plat must be accompanied with the court order.