



Subdivision Administration Policy Notice September 6, 2019

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

SUBJECT: FINAL PLAT SUBMITTAL – NEW STREAMLINED PROCESS

EFFECTIVE: IMMEDIATELY

In an effort to expedite the approval of Final Plats (where infrastructure requirements exist), Greenville County announces a new streamlined process for Final Plat approval. The streamlined process will allow for the primary Preliminary Review of the Final Plat to commence while awaiting the final utility acceptance letter(s). **NO FINAL PLATS WILL BE SIGNED BY SUBDIVISION ADMINISTRATION WITHOUT THE FINAL ACCEPTANCE LETTER FROM THE UTILITY AUTHORITY** (*excepting current, approved Cost Estimates with full sewer costs*).

In light of the above, Subdivision Administration will no longer accept Financial Security for completion costs for sewer or water. Cost Estimates will include utility completion estimates for Water Valve Adjustments and Sewer Manhole Adjustments ONLY. Please see the new Cost Estimate form available on our website for immediate use.

Once a case has been opened through the on-line portal and a complete submittal has been uploaded to the case (see “Final Plat Checklist” on our website) the Initial Review will commence. For submittals received before Noon, the Initial Review will be completed within two (2) business days. For submittals received after Noon, the Initial Review will be completed within three (3) business days. Once it is determined that a complete submittal has been received, the case will be opened for the primary Preliminary Review by all related departments and agencies. Please allow ten (10) business days for the Preliminary Review.

If the plat is denied by any of the above, comments will be sent to the Applicant for revision of the Final Plat. **The secondary Preliminary Review, with all comments and corrections completed, will begin once Subdivision Administration has received the Final Acceptance Letter(s) as noted above.** Please allow ten (10) business days for a review by only those departments and agencies that denied the Final Plat during the primary Preliminary Review. In the event the Final Plat is approved after the primary Preliminary Review, the Final Plat will be approved by Subdivision Administration upon receipt of the utility acceptance letter(s), as referenced above.