



Subdivision Administration Policy Notice

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

SUBJECT: Pre-submittal Meeting Policy for Incomplete Preliminary Plan Applications

EFFECTIVE: IMMEDIATELY

The Subdivision Administration office has noticed a rise in incomplete preliminary plan applications. This notice serves a reminder that pre-submittal meetings are **required** for preliminary plan applications that are submitted incomplete and/or under an erroneous process. At the time of submission, applications are only reviewed for completeness not for all requirements and applicable review criteria and processes. Applications that are found incomplete and/or fail to comply with all submittal processes will be pulled from the Subdivision Review Calendar agenda and scheduled for the next available pre-submittal meeting.

In order to prevent review delays, applicants are encouraged to schedule pre-submittal meetings and/or submit preliminary plan proposals a week prior to the application deadline so that staff can notify the applicant of any deficiencies prior to the application deadline. If not complete and received the week of the deadline, the application will be rejected and will be required to schedule a pre-submittal meeting. To schedule a pre-submittal meeting, please call 864-467-5764.