



Subdivision Administration Policy Notice

Effective: September 1, 2020

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

SUBJECT: Release of Financial Security via Mail

DATE: September 1, 2020

In an effort to reduce the amount of office traffic to Subdivision Administration, financial security checks will be returned via certified mail. All financial security applicants are encouraged to check the status of the release of financial security by reviewing the financial security case in Cityworks – the County’s web portal for electronic application submittals. By checking the Citywork’s case, the applicant will be able to view the date and financial security amount submitted to the County Treasury Division for release and a copy of the check and certified mail receipt once mailed. The Treasury Division takes three-five days to process the release of financial security. For questions about this policy, please call 864-467-5764.