



## APPLICATION FOR SUBDIVISION

Contact Planning & Development (864) 467-4476

### Office Use Only:

Application# \_\_\_\_\_ Fees Paid \_\_\_\_\_  
 Date Received \_\_\_\_\_ Accepted By \_\_\_\_\_  
 Date Complete \_\_\_\_\_ App Deny Conditions \_\_\_\_\_

### APPLICANT/OWNER INFORMATION

\*Indicates Required Field

	APPLICANT	PROPERTY OWNER
*Name:		
*Title:		
*Address:		
*State:		
*Zip:		
*Phone:		
*Email:		

### PROPERTY INFORMATION

\*SELECT SUBDIVISION TYPE: \_\_\_ Major Preliminary (3+ lots) \_\_\_ Major Final \_\_\_ Minor (2 lots) \_\_\_ Modification

\*STREET ADDRESS \_\_\_\_\_

\*TAX MAP #(S) \_\_\_\_\_

\*CURRENT ZONING DESIGNATION \_\_\_\_\_

\*APPLICATION TO BE MODIFIED \_\_\_\_\_

\*SUBDIVISION PLAT # \_\_\_\_\_

\*SUBDIVISION NAME \_\_\_\_\_

\*TOTAL ACREAGE \_\_\_\_\_

\*# ORIGINAL LOTS \_\_\_\_\_ \*# PROPOSED LOTS \_\_\_\_\_

### INSTRUCTIONS

1. The applicant is encouraged to schedule a preapplication conference at least one (1) month prior to the scheduled submission deadline. At this time, the applicant may also be encouraged to schedule a sufficiency review one (1) to two (2) weeks prior to the scheduled submission deadline to allow staff review of the application. Call (864) 467-4476 to schedule an appointment.

PREAPPLICATION MEETING DATE \_\_\_\_\_

2. If the application includes more than one (1) parcel and/or more than one (1) owner, the applicant must provide the appropriate deed book/page references, tax parcel numbers, and owner signatures as an attachment.
3. All applications and fees (made payable to the City of Greenville) for designation as a Major Subdivision Preliminary Plat must be received by the planning and development office no later than 2:00 pm of the date reflected on the attached schedule.

- A. Major Subdivision – New (3-10 lots)                      \$300.00 – Preliminary Plat review, *public hearing required*
- B. Major Subdivision – New (11+ lots)                      \$550.00 – Preliminary Plat review, *public hearing required*
- C. Major Subdivision – Modification                      \$150.00 / \$275.00 – *public hearing required*
- D. Minor Subdivision – New (2 lots)                      \$300.00 – Summary Plat review, *administrative review*
- E. Minor Subdivision – Modification                      \$150.00 – *administrative review*

4. Staff will review the application for “sufficiency” pursuant to Section 19-2.2.6, Determination of Sufficiency. If the application is deemed insufficient, staff will notify the applicant and request that the application be revised and resubmitted to address insufficiency comments. In this event, the item will be postponed to a subsequent regularly scheduled planning commission meeting.
5. Subdivision Plat format and content requirements are reflected in the Administrative Manual at Appendix ‘F’. Please refer to **Section 19-2.3.13, Land Development**, for additional information.
6. **Public Notice Requirements.** Major Subdivision applications require a planning commission public hearing. The applicant is responsible for sign posting the subject property at least 15 days (but no more than 18 days) prior to the scheduled planning commission hearing date.

Major Subdivision applications also require a developer-led neighborhood meeting, which is to be held at least eight (8) days prior to the scheduled planning commission hearing (Sec. 19-2.2.4, Neighborhood meetings). See *Instructions for Organizing a Developer-Led Neighborhood Meeting* for more information.

Upon planning commission recommendation, the application item will be scheduled for city council hearing.

*(To be filled out at time of application submittal)*

\_\_\_\_\_ Public Hearing signs are acknowledged as received by the applicant

\_\_\_\_\_ Instructions for Organizing a Developer-Led Neighborhood Meeting are acknowledged as received by the applicant

**\*APPLICANT SIGNATURE** \_\_\_\_\_

7. **Please verify that all required information is reflected on the plan(s), and submit one (1) paper copy and one (1) electronic version of the application submittal package.**
8. **Please read carefully:** The applicant and property owner affirm that all information submitted with this application; including any/all supplemental information is true and correct to the best of their knowledge and they have provided full disclosure of the relevant facts.

In addition, the applicant affirms that the applicant or someone acting on the applicant’s behalf has made a reasonable effort to determine whether a deed or other document places one or more restrictions on the property that preclude or impede the intended use and has found no record of such a restriction.

If the planning office by separate inquiry determines that such a restriction exists, it shall notify the applicant. If the applicant does not withdraw or modify the application in a timely manner, or act to have the restriction terminated or waived, then the planning office will indicate in its report to the planning commission that granting the requested change would not likely result in the benefit the applicant seeks.

\_\_\_\_\_ **\*APPLICANT SIGNATURE**

\_\_\_\_\_ DATE

9. To that end, the applicant hereby affirms that the tract or parcel of land subject of the attached application **is** \_\_\_ or **is not** \_\_\_ restricted by any recorded covenant that is contrary to, conflicts with, or prohibits the requested activity.

<b>*Signatures</b>	
Applicant	
Date	
Property Owner/Authorized Agent	
Date	