



Building and Development Standards

Final Plat Checklist

Project Name:

Date:

Project Type:

Current Zoning:

This checklist is to be used as a guide only and may not be inclusive of all the requirements of the City of Greer or other applicable agencies needed for approval.

STARTING APRIL 1, 2020 ALL EXTERIOR SIDEWALKS AND STREET LIGHTS WILL BE REQUIRED TO BE INSTALLED PRIOR TO FINAL PLAT APPROVALS

I. INFORMATION REQUIRED TO BE SUBMITTED TO CITY OF GREER PLANNING DEPARTMENT:

- 1. Subdivision Application
- 2. Processing Fee in accordance with City of Greer Fee Schedule. Check is to be made out to 'City of Greer.' See City of Greer Fee Schedule.
- 3. Digital copy of plat in .pdf format emailed to Planning Staff.
- 4. Submitted within 24 months after approval of the preliminary plat.
- 5. Bond (If items will need to be bonded, discuss that at the time of submittal with Planning Staff)
- 6. CAD .dwg file. Must be tied to South Carolina State Plane Coordinate System NAD-83 and rotated north.

II. INFORMATION REQUIRED ON PLAT:

- 1. Bearings and distances shall be shown for all lines on the plat. Bearings in degrees and minutes, distances in feet, and decimals thereof.
- 2. Lot numbers: Projects shall have lots numbered in consecutive order. If the project has multiple phases, lot numbers must not be duplicated.
- 3. Setback lines: Front, Side, and Rear.
- 4. Lot size in acres or fraction thereof.
- 5. Lot frontage: As required for specific zoning district
- 6. If any flag lots are used, they must meet the regulations and requirements listed in the Land Development Regulations.
- 7. Existing street name and right-of-way for all streets appearing on the plat.
- 8. Deed reference(s) showing where subdivider acquired title to the property.
- 9. Existing easements or rights-of-way locations with special conditions crossing the property and not located in the right-of-way of a public road or street.
- 10. Statement clarifying whether the property line is in the center of the stream or creek or the traverse line on lots abutting a stream or creek.
- 11. Abutting properties, names of owners, and tax map numbers
- 12. Location map showing subdivision and surrounding area and north arrow. **(Legible)**
- 13. Public dedication and easements for private uses.
- 14. Historic Boundary Lines (shown as dotted lines)
- 15. If applicable, a statement dedicating an appurtenant utility easement to the appropriate agencies by the developer or owners' association in a horizontal property regime, planned unit development, or similar development.
(#7 P5-2 LDR)
- 16. Property pins tied to State Plane Coordinate Systems.

- 17. Utility Easements (Storm Drainage, Sewer, Electrical, Etc.) outside storm drainage & sewer system easements outside of road right of way.
- 18. Add note: No trees, shrubs, structures, excavation or fill be placed within the Drainage and Storm Drainage Easements without the written approval of the City Engineer.
- 19. Storm Drainage Easements must be provided for stormwater pipes conveying runoff from City owned roads that are located outside of the right of way.
- 20. Storm Drainage Easements must be provided for stormwater pipes and channels owned by the HOA that encroach into privately owned parcels (not in common areas).
- 21. Add note: The grading of all lots shall be prescribed and established for the passage of waters. No structure or vegetation which would obstruct the flow of stormwater shall be allowed, nor shall any change be made to prescribed grades and contours of the specified stormwater channel.
- 22. Where stormwater management structures and water quality devices are not adjacent to proposed or existing public rights-of-way, or are not accessible due to physical constraints, a 25 feet wide passable easement that specifies right of entry must be provided. Access easements shall provide for vehicle ingress and egress on grades of less than ten percent.
- 23. Add note: Homeowners Association is responsible for maintenance of storm drainage pipe located outside of road right-of-way and/or HOA property, or any pipe that does not carry water from a public road.
- 24. Add note: City of Greer is not responsible for the maintenance of the detention/retention pond area.
- 25. Add note: There is a 5' drainage and utility easement along each side of all interior lot lines and a 10' drainage and utility easement inside all exterior lot lines, except where otherwise noted.
- 26. Individual lot swales designed to carry stormwater between individual residential lots shall be placed on a ten-foot drainage easement, (five feet on each side of the lot line).
- 27. Title Block which shall contain the following information
 - Project name (Approved by staff)
 - Type of plat (Final Plat)
 - Type of development (Patio Home, etc.)
 - Name and Address of owner/developer
 - Seal, registration number, name and address, and signature of engineer or surveyor registered in SC
 - Date plan was made/Revised dates
 - Number of acres
 - Number of miles of new road – State public or private roads
 - Open Space required and provided (acres) (10% for Patio Homes)
 - Number of lots and/or units
 - Zoning
 - Scale (not less than 1in. = 100 ft. and not more than 1in. = 20 ft. Words and graphics must illustrate this.)
 - Tax Map parcel number(s), in accordance with the County block maps for the boundary prior to subdivision
 - Community, Zip Code, and County
- 28. Certificate of Accurate Survey (exhibit D – format)
- 29. Certificate of Approval
- 30. Certificate of Ownership, Dedication, and Grant (if applicable)
- 31. Private Road Notation on plat, if roads are not dedicated to the city for maintenance, printed in all capital letters, which shall read: ***“The road right-of-way easements shown on this plat shall be private roads, not owned, maintained, or supervised by the City of Greer.”***
“Each property owner is provided access to a public road by a private road of which each property owner has an undivided interest. The private access road will not be accepted and maintained as a public right-of-way until such time it meets minimum city standards.”
- 32. Double frontage lots and Corner lots require access note.
- 33. Flood Plain notation

- 34. Homeowners Association is responsible for maintenance of storm drainage pipe located outside road right of way and/or on HOA property or any pipe that does not carry water from a public road. ***This statement should be noted on the plans***
- 35. As owners of property which is designed to drain to a particular stormwater management facility in any phase of development in the _____ Subdivision, each property owner shall be equally responsible for inspection, maintenance, and repair of that stormwater management facility to which their lot is designed to drain in Subdivision as shown/found on the approved stormwater plan for Subdivision.
- 36. Show all existing and new fire hydrants pertinent to the project locations on plat.
- 37. No more than two (2) streets shall intersect at any one point.
- 38. All streets must meet designated standards for public roads in the city.
- 39. Dead-end streets shall not exceed 1,200 ft. in length measured from the nearest residential street intersection.
- 40. Solid line drawn across right-of-way where phase or section is to be extended in the future. Place notation "tie line" where line is drawn. Solid line drawn across the road where the pavement stops. Place notation "end of pavement" where line is drawn.
- 41. The property lines at all intersections shall have a 25-foot setback from the Point of Intersection (PI) to the Point of Tangent (PT). Each Point of Tangent will be connected to the point of intersection (PI) with a straight line. There will be no radius placed on property lines at any intersection. **(LDR – 11.1.A, pg. 11-2)**
- 42. Show Common Areas/Open Space as required. (Section 3.01 (6)).
- 43. Note that the Common Areas cannot be subdivided or used for any other purpose.
- 44. Provide a Legend for symbols appearing on the plat.
- 45. Covenants and Restrictions for HOAs, private common areas, detention ponds, road maintenance, etc. (to be recorded with final plat).
- 46. Location of cluster mailboxes, NOT located in public ROW.
- 47. Two Year Warranty Agreement signed by owner/developer or Maintenance Bond Due at the Time of Road Dedication
- 48. Traffic Impact Study – If Required
- 49. Tree ordinance regulations met.
- 50. All Planning Commission comments have been addressed on plat.
- 51. Cluster Mailboxes – Location must be compliant with ADA and have accessible routes

III. FIELD INSPECTIONS:

The applicant MUST inform Planning Staff if they are not ready for field inspections. Field inspections will be conducted as a part of this review, and a re-inspection fee will be charged if the work is not complete.

- | <u>Planning & Zoning</u> | <u>Fire/Building Codes</u> | <u>Engineering/Stormwater</u> |
|---|--|--|
| <input type="checkbox"/> Landscaping, berms, buffers, trees Installed or Bonded | <input type="checkbox"/> Street Signs Installed | <input type="checkbox"/> Roads Completed or Binder Down and Final Surface Bonded |
| <input type="checkbox"/> Internal and External Sidewalks Installed or Bonded –Including Truncated Domes | <input type="checkbox"/> Stop Signs Installed | <input type="checkbox"/> Storm Drain Systems or Bonded |
| <input type="checkbox"/> Street Lights Installed or Bonded | <input type="checkbox"/> Emergency Access Approved | |
| | <input type="checkbox"/> Fire Hydrants Operational | |

Be advised...Approvals from CPW, Greenville County and Spartanburg County Addressing will be required before the City of Greer will approve this plat.

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CPW
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Spartanburg County
 Road Names - ceparris@spartanburgcounty.org
 Addressing - gjones@spartanburgcounty.org