



# PRELIMINARY PLAT / SITE PLAN CHECKLIST

## FEES:

PLANNING COMMISSION: \$100.00 PLUS  
 LOTS 1-19: \$40.00 + \$1.50/LOT  
 LOTS 20-30: \$40.00 + \$2.00/LOT  
 LOTS 31 AND MORE: \$40.00 + \$2.50/LOT (MAX \$300.00)

### SUBMITTAL REQUIREMENTS:

- Subdivision Application
- Four (4) " 24 x36" complete sets of plans; plus Nine (9) "11x17" copies
- Completed Preliminary Plat/Site Plan Checklist
- Written Response to Greenville County Subdivisions Advisory Committee Report
- Letter of Commitment from Utility providers (Water, Sewer)

Preliminary Plat/Site Plan must include a "Development Data Block" including the following General information:

REQUIREMENT	Applicant to Verify	N/A	Staff Verify
Property Owner(s): Name, address and phone number			
Contact Person: Name, address, and phone number			
Provide design professional and seal (plans must be prepared by a licensed professional)			
Location of project and address			
PIN number(s)			
Size of property in acres (or square feet if less than one acre)			
Deed reference for property			
Zoning district(s)			
List required building setbacks and required lot width for the district			
List street tree requirement/ calculation (s)and number of street trees provide			
List number of street lights provided			
List all features to be dedicated to the City of Mauldin (i.e. streets, easement, etc)			

### The Preliminary Plat/Site Plan must include the following specific information:

REQUIREMENT: Following to be illustrated on plan(s)	Applicant To Verify	N/A	Staff Verify
Graphic Scale: Between 1 inch= 10ft. and 1 inch= 60ft <i>Note: If multiple pages are required to meet scaling requirements, provide match lines and a single- paged master plan reference – this plan may be scaled up to 1 inch = 100 feet.</i>			
North arrow			
Vicinity Map			
Identify and clearly label two or more control points			
Dimension Right-of-way from Primary Access Road			
Show proposed lot lines and dimensions of each property line			
Show and dimension required lot width on each lot			
Show numbered lots with acreage (square footage for lots of less than one acre)			
Show required building setbacks: Note and dimension any encroachments			
Delineate required open space areas and provide open space calculation			

<b>REQUIREMENT: Following to be illustrated on plan(s)</b>	<b>Applicant To Verify</b>	<b>N/A</b>	<b>Staff Verify</b>
Show adjoining property owners and property lines			
Show neighboring uses and the zoning			
Provide flood classification and flood zone delineation, if applicable			
Show all water bodies, drainage courses, and culverts			
Show all existing structures, if applicable			
Show all existing railroads, bridges and associated rights-of-way			
Show neighboring road names and widths along with their associated right-of-way(s); note whether City, State or privately maintained			
Show and dimension all other rights-of-way: Note and dimension encroachments			
Show existing driveways and/or private roads			
Show existing and proposed easements: Note and dimension any encroachments			
Show and indicate locations of nearest fire hydrants (proposed or existing -if existing hydrant is off-site, provide distance from property corner); indicate public or private ownership			
Graphically indicate location of proposed water lines, sewer lines (and manholes), and other utilities along with all associated easements			
Provide sewer line profiles for City Sewer Service			
Show proposed roads: include road name, dimension associated right(s)-of-way and label if the road(s) is proposed public or proposed private			
Show centerline road profiles			
Show minimum horizontal and vertical curves and K values			
Show maximum street grades			
Show curb, gutter and street cross sections			
Show and dimension proposed sidewalks, if applicable			
Show all required crosswalks			
Show location of subdivision sign(s)			
Show and label street lights			
Show and label required street streets and proposed tree species			
Show required trees to be preserved, per Section 6:2, Landscape and Design Standards			
Show existing and proposed bike paths, greenways, and other amenities, if applicable			

