



**APPLICATION FOR MULTIFAMILY DEVELOPMENT**

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**

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

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

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

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

**PROPOSED DEVELOPMENT INFORMATION**

\*TYPE OF APPLICATION: \_\_\_\_\_ New \_\_\_\_\_ Modification – Major \_\_\_\_\_ Modification – Minor (check one)

\*NUMBER OF UNITS \_\_\_\_\_

\*MULTIFAMILY DEVELOPMENT TYPE \_\_\_\_\_

\*AGE RESTRICTED HOUSING (Y / N) \_\_\_\_\_

NUMBER OF UNITS AND/OR PERCENTAGE OF AGE RESTRICTED UNITS (If applicable) \_\_\_\_\_

**INSTRUCTIONS**

1. The applicant is **required** to schedule a preapplication conference at least one (1) month prior to the scheduled submission deadline. At this time, the applicant may 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 Multifamily Development must be received by the planning and development office **no later than 2:00 pm** of the date reflected on the attached schedule.
  - A. Multifamily development - New \$550.00 – *public hearing required*
  - B. Multifamily development – Major Modification \$275.00 – *public hearing required*
  - C. Multifamily development – Minor 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. Please refer to **section 19-2.3.13 (D), Multifamily residential development** for additional information.

6. **Public Notice Requirements.** Multifamily development applications require a planning commission public hearing. Additionally, informal review from the design review board is required prior to the planning commission 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.

Multifamily development 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

\_\_\_\_\_ Received information for materials board requirements

**\*APPLICANT SIGNATURE** (Print and Sign Name) \_\_\_\_\_

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 ACKNOWLEDGEMENT SIGNATURE**  
 \_\_\_\_\_ DATE

9. Per acknowledgement and understanding of item #8, 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	

**APPLICATION REQUIREMENTS**

1. Multifamily development format and content requirements are reflected in the City of Greenville Administrative Manual at Appendix 'H'.
2. The submitted information shall include at a minimum:
  - a. Completed application for Multifamily development;
  - b. Context map, showing relationship of proposed development to the surrounding neighborhood;
  - c. Photographs of surrounding area;
  - d. Site plan, showing building(s) footprint, parking lot layout, pedestrian and vehicular access, internal walkways, amenities (i.e. pool, playground, picnic area, etc.), and service areas (i.e. dumpster pad/trash collection area, HVAC units, car wash area, etc.);
  - e. Grading plan, showing existing and proposed topographic contours, storm drainage collection facilities, existing and proposed retaining walls (with top-of-wall and bottom-of-wall elevations for at least the ends of the walls and the high point of the walls);
  - f. Building elevations, of all sides of the building(s), with exterior materials and colors indicated;
  - g. Plan showing elevation of proposed buildings in relation to adjoining structures;
  - h. Building floor plans;
  - i. Landscape plan, showing existing vegetation that will remain and the new plants to be added;
  - j. Lighting plan, showing location of light fixtures (on the site and on the building), cut sheets of the proposed light fixtures, and wattage; and
  - k. Materials board.
3. Please refer to **Section 19-6.8, Design standards for multifamily residential development** for additional information.