

# Major Subdivision Application Form

Priceville Planning Commission

## 1. Name of Proposed Subdivision

## 2. Applicant Information

Name		Phone No.	
Mailing Address Street Address/PO Box City, State, Zip Code			

(If other than owner, a Certified Statement from Owner of Record must be attached stating that Applicant is acting as Agent for Owner which shall include a copy of the Deed or Purchase Agreement)

## 3. Owner of Record Information

Printed Name(s)			
Signature(s)			
Attest: Notary Public		Seal	
Mailing Address Street Address/PO Box City, State, Zip Code		Phone No.	

Note: A true and exact copy of the Deed of Record must be attached to and made a part of this application.

## 4. Surveyor/Engineer Information

Name		Phone No.	
Mailing Address Street Address/PO Box City, State, Zip Code			

## 5. Location of Property to be Subdivided (must also be accompanied detailed Vicinity Map)

Geographic location, street, road, highway	
Legal description (including section, township, and range)	

## 6. Zoning District (if within City Limits)

## 7. Type of Development (Single-family, multifamily, commercial, etc.)

(continued)

Refer to Article 3 of the Subdivision Regulations for complete application requirements and subdivision procedures.

### **Sketch Plat - Application Requirements**

Application for Sketch Plat Approval must include one original and four copies of the application form and the following additional information.

- Five copies of proposed layout at a scale of 1" = 50' or 1" = 100' and five copies of vicinity map at any legible scale at first submission.
- Acreage
- Arrangement, number and size of lots
- Location of all abutting roads, proposed streets, open spaces, etc.
- Names and addresses of all adjoining property owners including those of property owners across public rights-of-way (streets) according to current tax records
- Listing of any requested variances from the Subdivision Regulations. (Letter of justification must be attached)

Applicant must submit all required materials no later than 5:00PM on the last Monday of the preceding month in which Planning Commission consideration is requested.

After review by the Planning Commission's Technical Review Committee (TRC), Applicant must submit 15 copies of the Sketch Plat, as revised, for consideration by the Planning Commission.

### **Preliminary Plat - Application Requirements**

Application for Preliminary Plat Approval must include one original and four copies of the application form, a non-refundable fee (\$200 plus \$5.00 per lot) and the following:

- 5 copies of proposed subdivision plat at a scale of 1" = 50' or 1" = 100'
- 5 copies of construction drawings at a scale of 1" = 50' or 1" = 100' and relevant supporting documents. Vicinity maps, at any legible scale, shall also accompany plans.
- 1 copy of proposed subdivision plat at a scale of 1"-50' or 1"-100' and 1 copy of construction drawings and relevant supporting documents to Morgan County Engineer, if proposed subdivision is outside of the Priceville city limits
- Restrictive covenants required if outside city limits.
- Names and addresses of all adjoining property owners including that of property owners across public rights-of-way (streets) according to current tax records
- Listing of any requested variances from the Subdivision Regulations. (Letter of justification must be attached)

For review by the TRC, Applicant must submit all required materials no later than 5:00PM on the last Monday of the preceding month in which Commission consideration is requested.

After review by the TRC, Applicant must submit the following no later than 5:00 PM on the second Monday of the month in which Commission consideration is requested:

- 10 copies of revised Preliminary Plat
- 3 copies of revised construction drawings
- Performance Bond guaranteeing construction of all required improvements
- 1 complete set of above listed plans in PDF format (USB drive or CD)

### **Final Plat - Application Requirements**

Application for Final Plat Approval must include one original and four copies of the application form, a non-refundable fee (\$200), and the following:

- 5 copies of the Final Plat at a scale of 1" = 50' or 1" = 100' within one year of Commission Approval of Preliminary Plans or Preliminary Approval shall have lapsed.
- Vicinity Map as required for Preliminary Plan Approval
- Restrictive covenants required if beyond city limits
- Certificates of Approval from all relevant Public Agencies
- All signatures affixed to the Final Plat required for recording purposes

For review by the TRC, Applicant must submit all required materials no later than 5:00PM on the last Monday of the preceding month in which Commission consideration is requested.

After review by the TRC, Applicant must submit the following no later than 5:00PM on the second Monday of the month in which Commission consideration is requested:

- 10 copies of the corrected Final Plat at a scale of 1" = 50' or 1" = 100'
- 3 fully executed mylars to be reviewed for approval by the Commission no later than the second Monday of the month in which Commission consideration is requested. (Applicant is responsible for obtaining all required signatures.)
- 1 complete set of above listed plans in PDF format (USB drive or CD)