



Major Subdivision Application Form
Priceville Planning Commission

OFFICE USE ONLY	
Date Received	_____
Clerk	_____

1. Name of Proposed Subdivision

2. Applicant Information

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

If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as the Agent for the owner

3. Owner of Record Information

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

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 Priceville Subdivision Regulations for complete City of Priceville subdivision procedures and submittal requirements

§ 3.01 General Procedures
§ 3.10 Submittal Requirements

Applicant is responsible for determining, meeting, and submitting all requirements to agencies and utilities outside of Priceville control

If the subdivision requires the use of a Subdivision Plat, but is not considered a Major Subdivision, see "Final Plat" requirements

- Minor plats and Re-plats: \$200.00 fee, plus mail and legal notice costs

Sketch Plat - Application Requirements

See *Priceville Subdivision Regulations* §3.01 & §3.10.01 for full submittal requirements

Application for Sketch Plat Approval must include one original application form and the following:

- 5 copies of proposed sketch plat
- Description of any requested variances from these regulations

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

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

Preliminary Plat - Application Requirements

See *Priceville Subdivision Regulations* §3.01 & §3.10.02 for full submittal requirements

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

- 5 copies and a PDF file of the proposed preliminary plat and construction drawings
- 1 copy and a PDF file of the development drainage calculations
- Description of any requested variances from these regulations
- 1 copy of proposed subdivision plat, construction drawings and the drainage calculations to the Morgan County Engineer (if located outside of the Priceville city limits)

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

After review by the TRC and prior to the commission setting the required public hearing, a utilities review meeting must be held with the developer.

- A complete set of plans meeting all requirements must be available for the utilities review meeting to be scheduled.

Following the utilities review meeting, the applicant must submit the following:

- 10 copies and a PDF file of the revised preliminary plat
- 3 copies and a PDF file of the revised construction drawings
- 1 copy and a PDF file of the revised drainage calculations
- 1 copy of the revised plat, revised construction drawings and revised drainage calculations to the Morgan County Engineer (if located outside of the Priceville City Limits)

Preliminary Plat – Application Requirements (cont.)

- Statements of plan approvals by all applicable agencies and utilities outside of Priceville control, as outlined in §3.10.02
- Payment of all mail and legal notice fees

NOTE: Public Hearings must be set during a Commission meeting. Dependent upon scheduling of the required utilities review meeting, any resulting plan changes as a result of the meeting, and receipt of resulting approval statements, public hearings are generally set to be held during the following month from which the hearing was set.

NOTE: Following approval of a preliminary plat, a site construction permit must be issued by the City prior to any the initiation of any excavation or infrastructure development ~ see §3.04.01

Final Plat - Application Requirements

See *Priceville Subdivision Regulations* §3.01 & §3.10.03 for full submittal requirements

Application for Final Plat Approval must include one original application form, a written "title opinion" by a licensed attorney (if required), a non-refundable fee (\$200), and the following:

- 5 copies and a PDF file of the final plat within one year of preliminary plat approval or the preliminary plat approval shall have lapsed
- 3 copies and a PDF file of the "as-built" plans relating to the approved preliminary plat (as available)
- 1 copy of the final plat and "as-built" plans to the Morgan County Engineer (if located outside of the Priceville City Limits)
- Health Department approval letter (if septic system)
- Letter from the Subdivision Engineer certifying installation of improvements in accordance with all applicable regulations.
- Letters of completion of inspections from all applicable utilities and City, County and State agencies. If improvements are incomplete, the letter must specify remaining work, time and costs to complete in agreement with the utilities and agencies.

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

After review by the TRC, the applicant must submit the following:

- 10 copies of the revised final plat
- 3 fully executed mylars at 24"x36". The applicant is responsible for obtaining all required signatures ~ see §3.10.03(5)
- Performance Bond §6.01 (if improvements incomplete), Subdivision Improvement Agreement, and reimbursement of developing estimates relating to a performance bond §6.01.03(2)
- Fees for streets, traffic control signs/signals, plat recording (if not installed by developer)
- Payment of Sewer System Availability Fees ~ *Ordinance 2021-04*
- Payment of all mail and legal notice fees (if applicable)
- A copy of deed restrictions and covenants, and final management plan for common open spaces and facilities
- Statement from the City Clerk/Commission Secretary that all required fees have been received and that all bonds have been reviewed and approved by the City Attorney.

NOTE: Public Hearings (when required) must be set during a Commission meeting. Public hearings are generally set to be held during the following month from which the hearing was set.