



Minor Subdivision Application Form
Priceville Planning Commission

OFFICE USE ONLY
Date Received _____
Clerk _____

1. Applicant

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)

2. Owner of Record

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

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

3. Surveyor/Engineer

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

4. Location of Property to be Subdivided (must provide a detailed Vicinity Map)

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

5. Zoning District (if within City Limits)

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

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Application Requirements

- A non-refundable application fee of \$50.00
- A copy of each property deed involved
- Five (5) completed certificates and all information required herein must be filed with the City Clerk/Planning Commission Clerk no later than 5:00 PM the last Monday of the preceding month in which Planning Commission consideration is requested. Applicant must also deliver one certificate to the Morgan County Engineer whenever the proposal lies outside of the Priceville city limits but within the city's planning jurisdiction.
- Applicant must meet with the Commission's Technical Review Committee at 4:00 PM on the first Monday of the month in the Priceville Municipal Building to review the proposed minor subdivision.
- Applicant may then make any necessary changes and must submit 15 copies of the corrected minor subdivision proposal to the City Clerk/Planning Commission Clerk no later than 5:00 PM on the second Monday of the month in which Commission consideration is requested.

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

Priceville Subdivision Regulations (§3.05 & §3.10.03)

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

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