



**Major Subdivision Application Form**  
Priceville Planning Commission

☐ **PRELIMINARY PLAT**      ☐ **FINAL PLAT**

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Clerk \_\_\_\_\_

**1. Name of Proposed Subdivision**

**2. Applicant**

|              |  |                 |  |
|--------------|--|-----------------|--|
| Printed Name |  | Phone No.       |  |
| Signature    |  | Mailing Address |  |

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

**3. Owner of Record**      ☐ Check here if multiple owners and skip the remainder of section 3 – complete page 3

|                                                                                          |  |                 |  |
|------------------------------------------------------------------------------------------|--|-----------------|--|
| Printed Name<br><input type="checkbox"/> Individual<br><input type="checkbox"/> Business |  | Mailing Address |  |
| If Business:<br>Officer Name (print)<br>Title / Position                                 |  |                 |  |
| Signature                                                                                |  | Phone No.       |  |
| Attest: Notary Public                                                                    |  | Seal            |  |

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

**4. Property Title**      ☐ The property title is free and clear of any encumbrance (mortgage, loan, lien, used as a form of collateral, etc.)  
☐ The property has a financial encumbrance – if checked, explain. Attach a separate page if needed.

**5. Surveyor/Engineer**

|              |                   |                 |  |
|--------------|-------------------|-----------------|--|
| Printed Name |                   | Phone No.       |  |
|              | AL Registration # |                 |  |
| Company      |                   | Mailing Address |  |

**6. Location of Property**

|                                                                                        |                                                                                       |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> City Limits<br><input type="checkbox"/> Planning Jurisdiction | Property address:<br>(if no address assigned, provide a general location description) |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|

**7. Zoning District**

Type of Proposed Use / Development:

**Refer to Article 3 of the Priceville Subdivision Regulations for complete City of Priceville subdivision procedures and submittal requirements.**

**Applicant is responsible for determining, meeting, and submitting all requirements to the Morgan County Engineer, agencies and utilities outside of Priceville control (where applicable).**

**A complete application including all supporting documents must be filed no later than the applicable deadline as established in the Priceville Subdivision Regulations. Any application deemed incomplete shall be required to be re-submitted the following month.**

### **Sketch Plat / Pre-Application Conference**

A sketch plat must be received no later than 21 days prior to the TRC meeting at which it is to be considered:

- See SR's §3.02 and §3.10.01 for requirements
- Fee: no charge

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 – see Commission Secretary)

### **Preliminary Plat**

A complete original application and supporting materials must be received no later than 21 days prior to the TRC meeting at which it is to be considered:

- See SR's §3.03 and §3.10.02 for requirements
- Fee: non-refundable \$200 application fee, plus \$5 per lot

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

- See SR's §3.03.02(3) for requirements

Following the utilities review meeting, the applicant must submit updated and final plans no later than 14 days prior to the Commission's regularly scheduled meeting date at which it is to be considered.

- See SR's §3.03.02(3) for requirements
- Mail and legal notice fees: (TBD)

**NOTE:** Public Hearings must be set during a Commission meeting and are generally set to be held during the following month from which the hearing was set. **The Commission will not set a public hearing until all requirements outlined in SR's §3.03.02(1-3) are complete and satisfactory.**

**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**

A complete original application and supporting materials must be received no later than 21 days prior to the TRC meeting at which it is to be considered:

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:

- See SR's §3.05 and §3.10.3 for requirements
- Fee: non-refundable \$200 application fee

After review by the TRC, the applicant must submit applicable items found in SR's §3.05.02(3) and §3.10.03 no later than 7 days prior the Commission meeting at which it is to be considered:

**NOTE:** Public Hearings (when required) must be set during a Commission meeting and are generally set to be held during the following month from which the hearing was set. **The Commission will not set a public hearing until all requirements for a Final Plat are complete and satisfactory.**

**OWNERS OF RECORD** (attach additional pages as needed for the number of owners)

- ☐ Check here if an "authorized agent statement" has been completed by all owners of record. (see page 4)
- Skip remainder of this page if box is checked

Owner: \_\_\_\_\_  
(printed name) (signature)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

STATE OF ALABAMA )  
COUNTY OF MORGAN )

I, \_\_\_\_\_, a notary public in and for said County in said State, hereby certify that \_\_\_\_\_ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Owner: \_\_\_\_\_  
(printed name) (signature)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

STATE OF ALABAMA )  
COUNTY OF MORGAN )

I, \_\_\_\_\_, a notary public in and for said County in said State, hereby certify that \_\_\_\_\_ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

Date: \_\_\_\_\_

City of Priceville  
Attn: Planning Commission Secretary

RE: Authorized Agent Statement

Project/Development/Property: \_\_\_\_\_  
\_\_\_\_\_

Please let this letter serve as the owner's certified statement that \_\_\_\_\_ is an authorized agent with respect to all applications and submittals for the above referenced property. Specifically, \_\_\_\_\_ is authorized to submit whatever other applications, petitions, plans, layouts, and information that may be necessary to obtain approvals and entitlements for the development of the above referenced property.

Please contact me if you need further information.

Owner 1 (print): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Sincerely,

Owner 1: \_\_\_\_\_

Owner 2: \_\_\_\_\_

Owner 2 (print): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

STATE OF ALABAMA     )  
COUNTY OF MORGAN    )

I, \_\_\_\_\_, a notary public in and for said County in said State, hereby certify that \_\_\_\_\_ whose name(s) is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_