



Minor Subdivision Application Form

Priceville Planning Commission

OFFICE USE ONLY

Date Received _____

Clerk _____

☐ Certificate ☐ Minor Plat _____

1. 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

2. Owner of Record ☐ Check here if multiple owners and skip the remainder of section 2 – complete page 3

Printed Name ☐ Individual ☐ Business		Mailing Address	
If Business: Officer Name (print) 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.

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

4. Surveyor/Engineer

Printed Name	AL Registration #	Phone No.	
Company		Mailing Address	

5. Location of Property

☐ City Limits ☐ Planning Jurisdiction	Property address: (if no address assigned, provide a general location description)
6. Zoning District:	Type of Proposed Use / Development:

Application Requirements

A complete application **including all supporting documents** must be filed no later than the applicable deadline as established in the Priceville Subdivision Regulations. The applicant must also deliver any Morgan County requirements to the Morgan County Engineer whenever the proposal lies outside of the Priceville city limits but within the city's planning jurisdiction.

Minor Subdivisions via certificate: (must be received no later than 21-days prior to the TRC meeting)

To qualify, the subdivision must meet full requirements outlined in the following subdivision regulations sections:

§3.01.04 *Minor Subdivision via Certificate* and §3.10.04 *Minor Subdivision via Certificate Requirements*

- A non-refundable application fee of \$50.00
- A copy of the property deed(s) must be attached
- Application must be signed by all owners shown on the deed(s) (see pg. 3)
- Authorized agent statement required if applicant is not the owner (see pg. 4)
- Five (5) completed certificates
- One (1) pdf copy of the certificate
- Statements from utilities and agencies that the property can be served as proposed with existing infrastructure, and that no public improvements are necessary. For the purpose of these regulations, utility mains must front or adjoin the property. (Priceville Sewer, NEMCW, JWEMC, WBNG, DU, ALDOT, County, etc.)
- Applicant must meet with the Commission's Technical Review Committee (TRC) on the first Monday of the month in the Priceville Municipal Building to review the proposed minor subdivision.
- Following TRC review, the applicant must submit 15 copies of the corrected certificate no later than 7 days prior to the Commission meeting at which it is to be considered. 2 copies must be wet-ink signatures/certifications.

Minor Subdivisions via plat: (must be received no later than 21-days prior to the TRC meeting)

If the subdivision requires the use of a Subdivision Plat, but is not considered a Major Subdivision, see the following subdivision regulations sections or full requirements: §3.01.02 *Minor Subdivisions*, §3.05 *Final Plat (procedure)*, §3.10.03 *Final Plat Requirements*

- A non-fundable application fee of \$200.00, plus mail and legal notice costs (TBD following TRC)
- A copy the property deed(s) must be attached
- Application must be signed by all owners shown on the deed(s)(see pg. 3)
- Authorized agent statement required if applicant is not the owner (see pg. 4)
- Written title opinion by a licensed attorney
- Five (5) copies of the plat
- One (1) pdf copy of the plat
- Statements from utilities and agencies that the property can be served as proposed with existing infrastructure, and that no public improvements are necessary. For the purpose of these regulations, utility mains must front or adjoin the property. (Priceville Sewer, NEMCW, JWEMC, WBNG, DU, ALDOT, County, etc.)
- Applicant must meet with the Commission's Technical Review Committee on the first Monday of the month in the Priceville Municipal Building to review the proposed minor subdivision
- Following TRC review, the applicant must submit the following no later than 7 days prior to the Commission meeting at which it is to be considered.
 - 10 copies of the revised plat
 - 3 fully executed mylars of the plat (minus City, County, and Probate signatures)
 - 1 pdf copy of the revised plat
 - Payment of all mail and legal notice costs
 - Payment of Sewer System Availability Fee(s) (if applicable)
 - Any other items as outlined in §3.05 & §3.10, as applicable

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.

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: _____