



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 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)			
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.)	
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(continued)

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

§ 3.01 Procedures

§ 3.10 Submittal Requirements

Applicant is responsible for determining 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

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

- 5 copies of proposed sketch plat
- See *Priceville Subdivision Regulations* §3.01 & §3.10.01 for full submittal content requirements
- 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 Planning Commission 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

Application for Preliminary Plat Approval must include one original application form, a fee (\$200, plus \$5.00 per lot, plus mail and legal notice costs) 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
- See *Priceville Subdivision Regulations* §3.01 & §3.10.02 for full submittal content requirements
- Names and addresses of all adjoining property owners including that of property owners across public rights-of-way (streets) according to current tax records
- Names and addresses of all applicable utility providers
- 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)
- Letters of certification by the applicant stating that all plans have been submitted to agencies and utilities outside of Priceville control

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 Commission consideration is requested.

After review by the TRC, and prior to the commission setting the required public hearing, the 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 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)
- Letters of plan approvals by all applicable agencies and utilities outside of Priceville control

Final Plat - Application Requirements

Application for Final Plat Approval must include one original application form, 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 approval shall have lapsed
- 3 copies and a PDF file of the "as-built" plans relating to the approved preliminary plat
- 1 copy of the final plat and "as-built" plans to the Morgan County Engineer (if located outside of the Priceville City Limits)
- See *Priceville Subdivision Regulations* §3.01 & §3.10.03 for full submittal content requirements
- Letter from the Subdivision Engineer certifying installation of improvements in accordance with all applicable regulations.
- Letters of completion of improvements from all applicable utilities and City, County and State agencies. If improvements are incomplete, a letter must specify remaining work, time and costs of completion 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 Commission consideration is requested.

After review by the TRC, the 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 revised final plat
- 3 fully executed mylars at 24"x36". The applicant is responsible for obtaining all required signatures §3.10.03(5)
- Performance Bond §6.01 (if improvements incomplete)
- Maintenance Bond §6.03 (following end of performance bond)
- Fees for streets, traffic control signs/signals, plat recording
- Payment of Sewer System Availability Fees ~ *Ordinance 2021-04*
- 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.