

**SUBDIVISION / DEVELOPMENT / BUSINESS APPLICATION FORM
PRICEVILLE PLANNING COMMISSION**

1. Subdivision / Development / Business Name _____

2. Applicant's Name, Mailing Address, and Telephone Number (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) _____

_____ Tel. No. _____

3. Owner(s) of Record (Signature(s) _____
Attest: Notary Public _____ Seal _____
Printed Name(s) _____
Mailing Address _____ Tel. Number _____
Note: A true and exact copy of the Deed of Record shall be attached to and made a part of this application.

4. Surveyor's/Engineer's Name, Mailing Address & Telephone Number _____

_____ Tel. No. _____

5. Subdivision / Development / Business Location (Give geographic location, street, road, highway AND legal description of property including Section, Township, and Range) must also be accompanied by specific and detailed Vicinity Map.

6. Zoning District if within Town Limits _____

7. Type of Development: (Single-Family, Multi-Family, Commercial, etc.) _____

APPLICATION FOR LAYOUT APPROVAL

Application for Layout Approval to provide the following information in addition to the requirements 1 through 7 above (See Section 3-0 of Subdivision Regulations for complete application requirements. The attached Layout Approval Procedures and Fees should also be reviewed.)

- For review by the TRC, the Owner/Developer shall submit not later than the last Monday of the preceding month in which Planning Commission consideration is requested:
 - Five (5) copies of proposed layout at a scale of 1" = 50' or 1" = 100' and Five (5) copies of vicinity map at any legible scale at first submission.
- Acreage
- Arrangement, number and size of lots
- Location of all abutting roads, proposed streets, open spaces, etc.
- Names and Addresses of all adjoining property owners including those of property owners across dedicated public rights-of-way (roads) according to current tax records
- Listing of any requested waivers from the Subdivision Regulations. (Letter of justification must be attached)
- After review by the Planning Commission's Technical Review Committee, the Owner/Developer shall submit fifteen (15) copies of the Layout Plat as revised and as proposed to be reviewed for approval by the Planning Commission

APPLICATION FOR PRELIMINARY PLAN APPROVAL

Application for Preliminary Plan Approval to provide the following information in addition to the above requirements 1 through 7: (See Section 3 - 1 of Subdivision Regulations for complete application requirements as well as the accompanying procedures.)

- For review by the TRC, the Owner/Developer shall submit not later than the last Monday of the preceding month in which Planning Commission consideration is requested:
 - 5 copies of proposed subdivision plat at a scale of 1" = 50' or 1" = 100'
 - 5 copies of construction drawings at a scale of 1" = 50' or 1" = 100' and relevant supporting documents. Vicinity maps, at any legible scale, shall also accompany plans.
 - 1 complete set of above listed plans in PDF format (USB drive or CD).
- 1 copy of proposed subdivision plat at a scale of 1"-50' or 1"-100' and one (1) copy of Construction drawings and relevant supporting documents to Morgan County Engineer, if proposed subdivision is outside of the Priceville Town Limits but within the Planning Commission's Planning Jurisdiction.
- Restrictive covenants required if outside Town Limits.
- Names and Addresses of all adjoining property owners including that of property owners across dedicated public rights-of-way (roads) according to current tax records
- Listing of any requested waivers from the Subdivision Regulations. (Letter of justification must be attached)
- Application Fee: (\$200.00 plus \$5.00 per lot)
- After review by the Planning Commission's Technical Review Committee the Owner/Developer shall submit not later than the second Monday of the month in which Planning Commission consideration is requested:
 - 10 copies of the revised Preliminary Plat and Landscaping Plans
 - 3 copies of the corrected construction drawings to be reviewed for approval by the Planning Commission.
 - 1 complete set of above listed plans in PDF format (USB drive or CD).

APPLICATION FOR FINAL PLAN APPROVAL

Application for Final Plan Approval to provide the following information in addition to above requirements 1 through 7: (See Section 3 – 5 of Subdivision Regulations for complete application requirements as well as the accompanying procedures.)

- For review by the TRC, the Owner/Developer shall submit not later than the last Monday of the preceding month in which Planning Commission consideration is requested:
 - 5 copies of the Final Plat at a scale of 1" = 50' or 1" = 100' within one (1) year of Planning Commission Approval of Preliminary Plans or Preliminary Approval shall have lapsed.
 - 1 complete set of above listed plans in PDF format (USB drive or CD).
- Vicinity Map as required for Preliminary Plan Approval
- Restrictive covenants required if beyond Town Limits
- Certificates of Approval from all relevant Public Agencies or a Council-accepted Performance Bond guaranteeing all required improvements
- All signatures affixed to the Final Plat required for recordation as presented in the Appendix to the Subdivision Regulations
- Application Fee (\$200.00) for Final Plat Approval
- After review by the Planning Commission's Technical Review Committee the Owner/Developer shall submit not later than the second Monday of the month in which Planning Commission consideration is requested:
 - 10 copies of the corrected Final Plat at a scale of 1" = 50' or 1" = 100'
 - 2 fully executed mylars to be reviewed for approval by the Planning Commission to the Town Clerk not later than the second Monday of the month in which Planning Commission consideration is requested. (Owner/Developer is responsible for obtaining all required signatures.)