



## SUBDIVISION APPLICATION INSTRUCTIONS

If assistance is needed in filling out this application, contact the Planning and Development Manager at 803.548.3513.

Planning Commission meetings are held the second (2<sup>nd</sup>) Monday of the month at 7:00 p.m. in the Lower Level of The Glennon Center located at 15077 Molokai Drive (*this is not a public hearing*).

The attached application must be filled out completely and all fees paid in full at time of submission. In addition, the applicant must complete and submit a Restricted Covenants form.

### APPLICATION FEES:

Administrative Subdivision Review:	\$75
Minor Subdivision:	\$500
Major Subdivision	
-Sketch Plan	\$100
-Preliminary Plat	\$500 + \$10 per lot
-Final Plat	\$1,000

Please print with ink or use a typewriter to fill out forms.

Subdivision \_\_\_\_\_

Date \_\_\_\_\_



## SUBDIVISION APPLICATION

### GENERAL INFORMATION

PROPERTY OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

PHONE: \_\_\_\_\_  
WORK HOME MOBILE

EMAIL: \_\_\_\_\_

ENGINEER'S/SURVEYOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
NUMBER STREET CITY STATE ZIP CODE

PHONE: \_\_\_\_\_  
WORK HOME MOBILE

EMAIL: \_\_\_\_\_

### SUBDIVISION TYPE AND DESCRIPTION

PROPOSED SUBDIVISION NAME (if applicable): \_\_\_\_\_

Is the Proposed Subdivision a/n:  
Administrative Subdivision \_\_\_\_\_ Minor Subdivision \_\_\_\_\_ Major Subdivision \_\_\_\_\_

PHYSICAL LOCATION OF THE PROPOSED SUBDIVISION: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY TAX MAP #: \_\_\_\_\_ TOTAL ACRES: \_\_\_\_\_

NUMBER OF LOTS: \_\_\_\_\_ NUMBER OF NEW STREETS: \_\_\_\_\_

TOTAL LENGTH OF STREETS: \_\_\_\_\_ STREET TYPE: Public \_\_\_\_\_ Private \_\_\_\_\_

PROPOSED TOTAL/TYPE OF OPEN SPACE: NUOS \_\_\_\_\_ COS \_\_\_\_\_

CURRENT ZONING: \_\_\_\_\_ ELECTRIC SERVICE: \_\_\_\_\_

WATER SERVICE: \_\_\_\_\_ SEWER SERVICE: \_\_\_\_\_

Subdivision \_\_\_\_\_

Date \_\_\_\_\_

**APPLICATION CERTIFICATIONS**

I hereby certify that I have read this application and the information supplied herein is true and correct to the best of my knowledge. I agree to comply with all applicable City ordinances and state laws related to the use and development of the land. I further certify that I am the property owner, or his/her authorized agent, of the subject site(s). I understand that falsifying any information herein may result in rejection or denial of this request.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
DATE

I (we) certify that I (we) are the owners of the property involved in this application and further that I (we) designate the person signing as applicant to represent me (us) in this subdivision application.

\_\_\_\_\_  
PROPERTY OWNER (S)

\_\_\_\_\_  
DATE

***\*ATTACH OWNER'S NOTARIZED WRITTEN AUTHORIZATION IF OWNER'S SIGNATURE CANNOT BE OBTAINED.***

**OFFICE USE ONLY**

AMOUNT PAID: \_\_\_\_\_ CHECK #: \_\_\_\_\_ CASH AMOUNT: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_ RECEIPT #: \_\_\_\_\_

PLANNING COMMISSION MEETING DATE: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_

PLANNING OFFICIAL

DATE