



# Subdivision Application

File # \_\_\_\_\_

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

This application along with the application fee of \$ \_\_\_\_\_ (see schedule of fees) is to be submitted to the Planning & Zoning Department.

Check all that apply:

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Recombination            | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Final Plat   |
| <input type="checkbox"/> Revised Subdivision Plat | <input type="checkbox"/> Major Subdivision | <input type="checkbox"/> 5-Acre Tract |

## General Information

- Owner or authorized agent: \_\_\_\_\_ Phone: \_\_\_\_\_
- Property address: \_\_\_\_\_
- Mailing address: \_\_\_\_\_

If agent, please attach authorization of property owner signed, dated and notarized.

- Have any previous applications been made for a subdivision affecting these same premises?  
 \_\_\_\_\_ If yes, please give date and action taken below:  
 Date \_\_\_\_\_ Action taken: \_\_\_\_\_
- Copy of current tax bill showing payments or documentation certified by the City of Pooler.

## Action Requested

1. General location of property in question (the area, street number and location with respect to nearby public roads in common use).  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Legal description of property (name of subdivision, block and lot number, etc.) Attach extra sheet if necessary.  
 \_\_\_\_\_  
 \_\_\_\_\_
3. PIN # \_\_\_\_\_
4. Total area of property in question (acres or square feet) \_\_\_\_\_

# Subdivision Application

(cont.)

5. Existing land use (specify such as, grocery store, single family residence, vacant land, etc.)

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6. Desired land use of each parcel of property (specify as above)

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7. Attach a plat of the property where this subdivision is proposed to take effect. Said map shall indicate the properties in respect to the nearby public roads in common use. Include a list of all adjacent property owners. (*only for Minor or Major Subdivision*)

8. Describe the reasons for requesting the subdivision which would support the purposes of the zoning program.

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## Submittal Requirements

- 6 Sets of Plans
  - Preliminary plan, refer to Appendix B, Section 702.
  - Final plat, refer to Appendix B, Section 703.
- A neighborhood grading and drainage plan is required for all subdivisions. (Amendment 10-03-06)
- List of adjacent property owners (*minor and major subdivision*)

## Planning & Zoning Commission

Approved

Denied

Remarks:

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\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Planning & Zoning Administrator**

## Mayor and Council

Approved

Denied

Remarks:

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# Subdivision Application

(cont.)

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**City Clerk**



**Recorded Plat**

Date: \_\_\_\_\_ Book \_\_\_\_\_ Page (s) \_\_\_\_\_