



# Subdivision Application

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Updated **MAY 2024**

## NOTICE TO APPLICANT

This application will not be processed until the following items are submitted:

- Filing fee (checks payable to: City of Pooler)
- Four (4) sets of plans:
  - Preliminary plan - refer to Appendix B, Section 702
  - Final plat - refer to Appendix B, Section 703
- Required neighborhood grading and drainage plan (Amendment 10-03-06)
- List of adjacent property owners with mailing addresses (minor and major subdivision)
- Authorization of property owner signed, dated, and notarized (if agent)
- Copy of current tax bill showing payments or documentation certified by the City of Pooler
- Plat indicating where subdivision is proposed to take effect, in respect to the nearby public roads in common use

Under Contact Information, addresses and telephone numbers do not have to be repeated if already provided. Staff correspondence will be sent to one designated contact person, not all listed.

## OFFICE USE ONLY

File Number: \_\_\_\_\_ Date Filed: \_\_\_\_\_

Planning & Zoning Commission:  Approved  Denied Remarks: \_\_\_\_\_

Mayor & Council:  Approved  Denied Remarks: \_\_\_\_\_

Recorded Plat Date: \_\_\_\_\_ Book: \_\_\_\_\_ Pages: \_\_\_\_\_

## Subdivision Type (check all that apply)

- Recombination  Minor Subdivision  Major Subdivision  Revised Plat  Final Plat  5-Acre Tract

## Contact Information

Owner/Authorized Agent Name \_\_\_\_\_ Phone \_\_\_\_\_

Property Address \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address (if different) \_\_\_\_\_

Have any previous applications been made for a subdivision affecting these same premises?  No  Yes

If yes, date: \_\_\_\_\_

If yes, action taken: \_\_\_\_\_



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## Action Requested

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Property Location (area, street number, nearby public roads) PIN

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Property Legal description (subdivision, block, lot number) Total Area (acres or sq ft)

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Existing Land Use (specify, such as grocery store, single family residents, vacant land, etc.)

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Proposed Land Use for Each Parcel (specify, such as grocery store, single family residents, vacant land, etc.)

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Reason(s) for Subdivision Request Which Support the Purposes of the Zoning Program

Indicate Lot Type:  For Sale     For Rent     Combination: \_\_\_\_\_% For Rent

## Affidavit

I, the undersigned, certify that I have read, examined, and completed this application and certify that all the information pertained in this application is true and correct.

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Applicant Name	Applicant Signature	Date
Attestant Name	Attestant Title	Date