

# Pooler 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) \_\_\_\_\_
5. Existing land use (specify such as, grocery store, single family residence, vacant land, etc.)  
\_\_\_\_\_
6. Desired land use of each parcel of property (specify as above)  
\_\_\_\_\_

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(cont.)

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. \_\_\_\_\_  
\_\_\_\_\_

## Submittal Requirements

- 4 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 with correct mailing addresses. (*minor and major subdivision*)

## Planning & Zoning Commission

Approved

Denied

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

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

## Mayor and Council

Approved

Denied

Remarks:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Date

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

## Recorded Plat

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