

**CERTIFICATE TO SUBDIVIDE
APPLICATION
(Within Corporate Limits)
NO REQUIRED IMPROVEMENTS**

MUST BE SUBMITTED 15 BUSINESS DAYS PRIOR TO MEETING
(MEETINGS ARE HELD AT 6:00 P.M. THE 3RD TUESDAY OF EACH MONTH)
Applicants must be present

Name _____ Address _____ Phone _____
Address or location of property to be subdivided _____
Parcel Number(s) of property _____

- ___ 1. Application fee \$75.00 – Date Paid _____ Receipt # _____
- ___ 2. Certificate to Subdivide
- ___ 3. Survey & Legal Description of whole parcel
- ___ 4. Survey & Legal Description of each parcel to be subdivided
- ___ 5. Signature and Stamp of surveyor on Legal Descriptions
- ___ 6. Name, Complete Address, Parcel ID#, of all adjoining land owners, (including across the street) listed on the survey as they appear in the current records of the County Tax Assessor
- ___ 7. Copy of Deed
- ___ 8. Separate description of ROW and Easements, or ROW Dedication
- ___ 9. Health Department Approval (any tract less than 3 acres)
- ___ 10. Flood Zone Statement as needed
- ___ 11. 9 Copies
- ___ 12. Date Submitted _____

Owner/Owner's Signature	Date	Notary	Date
(as it appears on the deed)		My Commission Exp.	_____

FOR OFFICE USE ONLY

___ Faxed to Town Engineer _____ Date _____
___ Registered mail fees paid _____ Date Notices Sent _____
___ Filed at office of Probate Judge _____ Copy mailed to applicant _____

PLANNING COMMISSION USE ONLY

___ Certificate Approved & Signed _____
___ Public Hearing Required: Set for _____
___ Certificate Denied: Reason _____

Steps in Obtaining Approval

Application Procedure

Any owner/owners requesting approval of a Certificate to Subdivide or Consolidate shall file an application for approval with the City Clerk. Said application shall be:

- (1) Made on forms available at the Office of the City Clerk
- (2) Accompanied by a filing fee, payable to the Town of Trinity of \$75.00 (seventy-five) dollars.

If the Planning Commission requires a public hearing \$5.00 (five) dollars per adjoining property owner will be required to cover the cost of official notification, (to be paid within 7 business days).

- (3) Submit nine (9) completed Certificates and all information required herein with the City Clerk no later than 4:30 p.m., fifteen (15) business days prior to the regular scheduled meeting (3rd Tuesday of each Month).

The applicant shall also deliver one complete set of the proposed Certificate to the Morgan County Engineer whenever such subdivision or consolidation lies outside the Town of Trinity, Town Limits, but within the Planning Commission's Territorial Jurisdiction.

- (4) The Certificate will be submitted to the Subdivision Committee for its review and comments. The committee will review the request for conformance with the Subdivision Regulations, Zoning Ordinance, and other land use regulations. The applicant will be notified of any recommended changes by the committee and the applicant shall then have the opportunity to make the changes and submit the corrected copies to the City Clerk no later than 4:30 p.m. eight (8) business days prior to the Planning Commission meeting.

The Subdivision Committee will then submit a recommendation to the Planning Commission for action at the next meeting.

The applicant is required to attend the meeting in which the Planning Commission Consideration is requested.

- (5) Upon approval, the Certificate will be recorded at the Office of the Judge of Probate, and a copy will be mailed to the applicant.