

DID YOU KNOW?

That in order to legal divide your land for sale so that titles can be obtained, a subdivision approval must be obtained?

After the KSAC has approved your application, that the Minister with responsibility for Planning must confirm same before you can receive your endorsed copies of the approval?

That in order to obtain splinter titles for your subdivision, the KSAC must first issue a Certificate of Compliance indicating that all infrastructure work has been completed to the satisfaction of the City Engineer?

WARNING!!!!!!

Persons purchasing land should first find out whether a subdivision approval was granted for the property **BEFORE** purchasing same.

Failure to do so may result in land being bought that is unable to be further subdivided for various reasons, hence no approval can be granted.



KINGSTON & ST. ANDREW CORPORATION'S

REQUIREMENTS FOR SUBDIVISION APPLICATIONS

For more information, contact:

Planning Department
(876) 967-0585/4195 ext. 267, 268, 269, 294

Building Department
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Applicants are required to note the following requirements before submission of applications. The KSAC will not accept applications, which are incomplete.

SUBDIVISION APPLICATIONS

The following drawings and documents are required when submitting this type of application:

1. Proof of ownership - Copy of Title (registered or unregistered) - **compulsory** Sales Agreement or Transfer Document etc. (If necessary)
2. Land Valuation Certificate **and** Current Tax Receipt
3. Valid National Water Commission Certificate or most recent Water Bill if all Proposed Lots have metered water. In the event that the N.W.C. cannot provide domestic water, the application should put forward a proposal as to how domestic water is to be supplied.
4. Fire Approval
5. Six (6) application Forms properly filled out
6. For applications under ten lots, sixteen (16) copies of the Subdivision Plans.
7. For applications under ten (10) lots but over five (5) acres twenty two (22) copies of the plans.
8. Four (4) sets of Drainage Plans if the proposal is for multi-family development.
9. Plans are to be prepared signed and dated by a Commissioned Land Surveyor
10. All plans should have the name, signature, occupation and address of owner or agent.
11. A detailed infrastructure estimate is to be submitted to cover cost of road construction (new) laying of water mains, drainage etc.
12. Detailed plans for river or gully training works should be submitted where applicable
13. All applications for non-agricultural subdivisions ten (10) lots and over must be accompanied by a site investigation report and soil percolation test report. Applicants are advised to consult with the Ministry of Health, Environmental Health Unit (EHU) and the Mines and Geology Division for guidelines in preparing these reports.

NB. If the Proposal is for multi-family development, the footprint of the buildings should be on the plans. The number of proposed habitable rooms should also be stated.

LAYOUT PLAN

All layout plans must be accurately and clearly drawn to scale showing the following information:

- a. Dimensions (in metric), the shape of all lots, areas and lot numbers.
- b. Field notes for the outer boundaries.
- c. Meridian to which plan is drawn.
- d. The width and name of all existing road ways.
- e. Proposed roads and access ways, access to existing public road ways from the subdivision.

- f. Longitudinal and cross sections for new roads.
- g. All existing buildings, adjoining owners are to be shown.
- h. Area(s) for solid waste storage facilities and detailed access to these areas are to be indicated.
- i. Where applicable, the details of existing sewage disposal systems **must** be shown on the layout plan.
- j. Contour lines are to be shown for subdivisions over 15 degree gradient
- k. Telecommunications network including cellular towers on subject and/or adjoining property etc., also particulars of any outstanding natural or cultural features are to be shown.

LOCATION PLAN

All applications must have a clear Location Plan. For rural areas, Location plans are to be done to a scale of 1:12,500

For urban areas Location Plans are to be done to one of the following scales; 1:1250, 1:2000, 1:2,500, 1:4800, 1:5000, 1:10,000

Plans are to show definable and easy recognized land marks together with necessary data e.g. From the nearest mile post, road intersection, bridge, church or any other outstanding land mark etc.