

ST. CATHERINE MUNICIPAL CORPORATION SUBDIVISION APPLICATION PROCESS

STEP 1

SUBDIVISION APPLICATION REQUIREMENTS

Subdivision applications submitted to the Municipal Corporation for approval must have:

- 1. Six (6) copies of the application form (available upon request in hard and soft copy at the *Planning Department*).
- 2. Proof of ownership (i.e. Registered Title; Common Law Title; Probated Will; Sales Agreement and letter from an Attorney handling the carriage of sale; letter from Government Agency for Land settlement).
- 3. Copy of an up-to-date Surveyor's ID Report.
- 4. Copy of the Certificate of Payment from the Tax Department (available upon request).
- 5. Twenty-one (21) copies of the proposed subdivision plan showing:
 - Location of the property&Schedule of Areas
 - Subdivision layout plan
 - Longitudinal section of roadways (if needed)
 - Access and Egress to the individual lots
 - Based on the nature of the site, contour plan showing elevations and depressions
 - Drainage and storm water run-off plan (if needed)
 - In the case of large developments, proposal for the open space/ recreational areas.

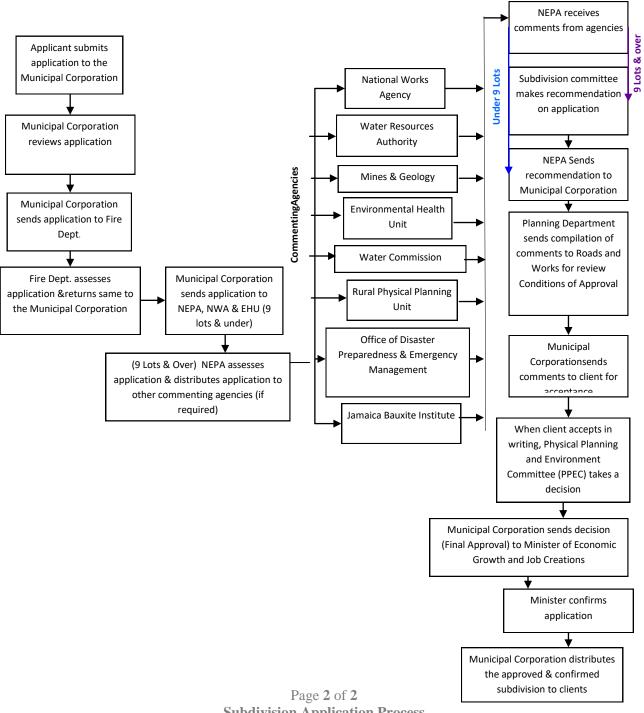
Note: All plansMUST be signed by the applicant or developer and the surveyor.

Email: stcatherinepc@mlgcd.gov.jm or scpcplanning@gmail.com

STEP 2

FLOW CHART OF THE SUBDIVISION PROCESS

(EXPLANATION OF STAGE-BY-STAGE PROCESS; SENDING APPLICATION TO AGENCIES)



Subdivision Application Process Tel. No: (876) 984-3111-2 or (876) 619-0899

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