



## 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 plans MUST be signed by the applicant or developer and the surveyor.**

# STEP 2

## FLOW CHART OF THE SUBDIVISION PROCESS

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

