



**ST. CATHERINE MUNICIPAL CORPORATION
PLANNING DEPARTMENT**

Tel. 876-984-3111/876-984-3112/876-907-1795

Email: scpcplanning@gmail.com

SUBDIVISION SUBMISSION REQUIREMENTS (10 lots and over)

1. Proper proof of ownership (*i.e. Registered Title; common Law Title; Probated Will; Sale Agreement and letter from the lawyer handling the carriage of sale; letter from Government Agency for Land settlement*).
2. Six (6) copies of the application form (*available upon request in hard and soft copy at the Planning Department*).
3. A copy of the Certificate of Payment from the Tax Department (available upon request).
4. Authorization letter from the owner if an agent will be submitting the application.
5. Photocopies of ID and TRN for the owner(s) and agent.
6. Twenty-five (25) copies of the proposed subdivision layout plan showing:
 - Location of the property & Schedule of Areas
 - Subdivision layout plan
 - Water layout plan showing the proposed fire hydrants
 - Longitudinal section of roadways
 - Access and Egress to the individual lots
 - Based on the nature of the site, contour plan showing elevations and depressions
 - In the case of large developments, proposal for the open space/ recreational areas.
7. Ten (10) copies of drainage report (signed and sealed by a locally registered architect).
8. Ten (10) copies of drainage and storm water run-off plan. (signed and sealed by a locally registered architect).
9. Five (5) copies of the sewage report (signed and sealed by a locally registered architect).
10. Five (5) copies of the sewage plan (signed and sealed by a locally registered architect).

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