



ST. CATHERINE MUNICIPAL CORPORATION PLANNING DEPARTMENT

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

Email: scpcplanning@gmail.com

SUBDIVISION SUBMISSION REQUIREMENTS (9 lots and under)

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*).
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-one (21) copies of the proposed subdivision layout 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.