

## MINOR SUBDIVISION APPLICATION

**CITY OF RINCON**  
 Planning & Development Department  
 302 S Columbia Avenue  
 Rincon, GA 31326  
 P: 912-826-5996 F: 912-826-2083  
 www.cityofrincon.com



### PROPERTY INFORMATION

Location Address:	Parcel #:
Zoning District:	Existing Land Use:
Net Property Acreage (minus wetlands):	Gross Property Acreage:
Total Acreage Being Split from Original Parcel:	

### APPLICANT INFORMATION

Applicant Name:	Phone:
Business Name:	Email:
Mailing Address:	
City:	State:
Zip Code:	

**Applicant is** (check one):  the property owner  Not the Property Owner (attach the Property Owner's Authorization)

### OWNER INFORMATION

Owner Name:	Phone:
Business Name:	Email:
Mailing Address:	
City:	State:
Zip Code:	

### Do I meet the requirements for a minor subdivision? All boxes must be checked.

- no more than two lots created; and
- no new street or roadway created; and
- no major or complex water or sewer extension but water and sewer are available; and
- no major or complex stormwater drainage system but has adequate drainage; and
- has not been previously subdivided during the past three (3) years

**Applicant’s Certification:** I hereby certify that I am the property owner or the authorized agent of the property being proposed for subdivision, and that this subdivision plat does not violate any covenants or deed restrictions. I hereby certify that I have answered all of the questions contained herein and know the same to be true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notarized

**SUBMITTAL REQUIREMENTS**

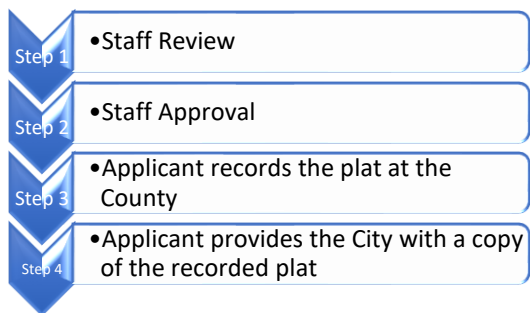
- Final Plat (4 copies) with signature block area
  - All lot boundaries changed or removed by requested plat must be indicated by dashed lines.
  - Show existing street addresses on each lot.
  - Show and label all rights-of-way and easements.
  - Show existing structures on affected lots.
  - Show minimum lot area and lot dimensions.

**SUBDIVISION APPLICATION FEE**

\$100.00

**Note: It is the applicant’s responsibility to file the approved final plat with the Effingham County Register of Deeds. Once the final plat has been recorded a copy must be given to the Planning and Development Department at Rincon City Hall with the recorded Book and Page number.**

**PROCESS**



**Office Use Only:**

Application #: \_\_\_\_\_

Date Received: \_\_\_\_\_