

**SUBDIVISION APPLICATION**

Town of Pulaski  
42 1st Street, NW  
Pulaski VA 24301

Phone: 540-994-8696  
Fax: 540-994-8699



# Request for Subdivision

Date of Application: \_\_\_\_\_

Property Owner Information	
Property Owner(s) Name	
Owner's Mailing Address	
City/State/ZIP Code	
Telephone Number	

Agent or Applicant Information	
Agent or Applicant Name	
Business Name (if applicable)	
Mailing Address	
City/State/ZIP Code	
Telephone Number	

Property Information	
Property Address/Location	
Deed Book Number	Page Number
Tax Parcel Number	
Total Area	<input type="checkbox"/> Acres <input type="checkbox"/> Square Feet
Current Use of Property	
Description of Existing Buildings/Structures	
Current Zoning Classification	

Description of Proposed Subdivision
(Please use space below and back of form if necessary)

Required Attachments
<input type="checkbox"/> Sketch of property*, including the following information: <ol style="list-style-type: none"> <li>Property boundaries outlined</li> <li>Location of existing buildings and structures</li> <li>Date</li> <li>North Arrow</li> <li>Scale</li> <li>Streets, driveways, intersections, curb cuts, and turning lanes of subject property</li> </ol>
<input type="checkbox"/> Vicinity Map* showing the property in relation to the adjacent area.
<input type="checkbox"/> \$350.00 fee

\*The sketch and maps may be from tax maps on file in the Engineering Department. The Town may provide if necessary.

Payment of Public Notice Charges
Under the Code of Virginia 15.2-2204 (B) costs of any legal notices that are required are the responsibility of the applicant and will be billed to the applicant. The Town will provide a list of adjacent property owners and bill the applicant for the certified mailing costs for each adjacent property owner at \$6.67 per property.
<b>I/We agree to pay all related advertising and mailing costs of the required legal notices and adjacent property owner notification letters as required under the Code of Virginia 15.2-2204 (B)</b>
Signature of Applicant _____ Printed Name of Applicant _____ Date _____

Owner and Agent Signatures
Both the applicant/agent and property owner must sign the application. Applicants are to complete the required Planning Commission process before beginning any construction, remodeling, demolition or other significant activities permitted under the Town's Zoning Regulations.
<b>I/We affirm and certify that I/we understand and will comply with the provisions and regulations of the Town of Pulaski Zoning Ordinance. I/we further certify that the statements in this application and any plans or papers submitted are true to the best of my/our knowledge and belief.</b>
Signature of Property Owner _____ Printed Name of Property Owner _____ Date _____
Signature of Applicant/Agent _____ Printed Name of Applicant/Agent _____ Date _____