

**CITY OF SARALAND
APPLICATION FOR FINAL
SUBDIVISION PLAT REVIEW**

Application Number: _____ Date Plat Submitted: _____

Name of Subdivision: _____

Name of Owner: _____

Address: _____ Telephone # _____
(Street or P.O. Box)

(City) (State) (Zip)

Name of Authorized Agent, if other than owner: _____

Address: _____ Telephone # _____
(Street or P.O. Box)

(City) (State) (Zip)

Name of Land Surveyor: _____ Telephone # _____

Alabama Registration Number: _____

If new streets or other improvements are required:

Design Engineer's Name: _____ Registration #: _____

Address: _____ Telephone # _____
(Street or P.O. Box)

(City) (State) (Zip)

Subdivision Location: _____

Total Acreage: _____ # of Lots (Units): _____ Average Lot Size: _____

Water Source: _____ Sewer Source: _____

Description of proposed subdivision in SEC ____, TWP ____, RANGE ____, MAP BOOK ____, PAGE ____, DATED ____, or SLIDE NO. _____. Is staged development proposed? ____ IF YES, a master plan is required, sufficient in scope and detail to substantially reflect the FINAL and complete development. Is the subject property within the corporate limits? ____ IF NO, is it contiguous? ____ IF YES, is annexation proposed? ____ Is the subject property within the five mile planning jurisdiction of the City of Saraland? ____ Will improvements be installed prior to FINAL plat approval? ____ IF NO, attach an Engineer's certified detailed cost estimate, letter, and financial guaranty to FINAL APPLICATION.

SIGNATURE OF OWNER or AUTHORIZED REPRESENTATIVE

The applicant or the agent (if an agent is authorized) must be present at the hearing.

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FINAL PLAT REVIEW CHECKLIST

The submittal for Final Plat Review shall include the following information, unless said requirement(s) is waived by the Building Official.

Additional information may be required for the full and proper consideration of the Planning Commission.

1. Name and address of owner of record and subdivider.
2. Name and registration number of surveyor and engineer.
3. Proposed name of subdivision and its acreage.
4. North Arrow, graphic bar scale of not less than 1" = 100', and date.
5. Vicinity map showing location.
6. Names and addresses of owners of record of adjoining land with approximate acreage.
7. Block letters and lot numbers.
8. Indication of zoning district, if such exist. Indicate the proposed use of all land within the subdivision in the site data, as well as, on the plat and any restrictions on the lots.
9. Exact boundary lines of the tract by bearings and distance, also bearings and distance to the nearest established street lines or official monuments, location of concrete monuments, section corner accurately tied to the lines of the subdivision by distances and bearings to an adjacent plat which is tied to a section corner.
10. Subdivision layout using contours of vertical intervals of not more than five (5) feet. Layout to include streets, alleys and easements with both dimensions and proposed street names, lot lines with dimensions to the nearest one-hundredth (1/100) foot and bearings to the nearest second.
11. Typical street cross-sections and center-line profiles.
12. Existing streets, utilities, and easements on and adjacent to the tract including the size and width of each.

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FINAL PLAT REVIEW CHECKLIST**

13. () Location of drainage facilities, as well as, the easements for such facilities.
14. () Proposed location of land dedicated on the plat for common areas and detention ponds for all subdivisions. Note regarding ownership and maintenance.
15. () Provision for recreational area for a subdivision of five (5) or more acres.
16. () Utility layouts for (sewer, water, gas, and electricity) including pipe sizes, and the location of valves and fire hydrants, and showing feasible connections where possible to existing utility systems. (Utility Sheet shall be a separate sheet).
17. () Note stating: For the location of all utilities see construction plans.
18. () Minimum building setback line note, as well as, indicated on plat.
19. () Location of streams, lakes and swamps and land subject to flooding as determined from past history of flooding, and as delineated by the U.S.G.S. or U.S. Army Corps of Engineers.
20. () Soils in the area to be subdivided at a scale equal to that of the Preliminary Plat, except when sanitary sewer is installed.
21. () Certifications showing the following:
 - a. Surveyor's attest to the accuracy of the survey.
 - b. Notarized proof of ownership of the land.
 - c. Compliance with applicable board of Health Codes and Ordinances. (Certification is not necessary when sanitary sewer is installed).
 - d. Space on the Plat for approval of the City of Saraland Planning Commission.
 - e. Engineer's certification that all improvements have been installed in accordance with the requirements of the Subdivision Regulations or that a bond in sufficient amount (150%) to assure the proper installation of such improvements has been accepted by the City of Saraland.
 - f. Building Official for the City of Saraland certification stating that the plat and plans have been reviewed in accordance with the Land Use and Development Ordinance, (not applicable if located in the County).

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- g. Utilities Board for the City of Saraland certification stating that the utility improvements have been installed in accordance with the minimum standards of the Utilities Board.
 - h. Certification indicating flood zone, if applicable.
 - i. Appropriate block for the Authorization of recording of said Plat by the Judge of Probate.
 - j. County Engineer certification, if applicable.
22. () Plat must state Final Plat.
23. () Note stating that sidewalks will be installed at the time of residential construction.
24. () Perk Test Report from Board of Health if on septic tank
25. () All Applicable ADEM and ALDOT Permits
26. () Two (2) 11"x17" copies of the Final Plat

Drawing By: _____

Certified Buy: _____
(Signature of Project Manager)

**THE CITY OF SARALAND
BUILDING DEPARTMENT CHECKLIST
FINAL PLAT SUBMITTAL**

The following list of supplemental information shall accompany the plan(s) at time of submittal with a transmittal letter outlining the documentation to be reviewed, as follows:

- _____ 1. Final Plat Application
- _____ 2. Engineer's As-Built Certification for Subdivisions
- _____ 3. Check – Cost of the Final Plat \$100 plus \$10 per Lot
- _____ 4. A Final Plat Review Checklist with the appropriate items marked and the signature of the project manager
- _____ 5. Copy of restrictive covenants
- _____ 6. A guaranty letter from owner stating sidewalks will be installed at the time of the construction of the homes
- _____ 7. A utility letter from the water and sewer authorities stating that the work was done in accordance with their standards
- _____ 8. Revised Drainage calculations (if applicable)
- _____ 9. Maintenance Bond (25% of the total cost of the street, utility, and drainage improvements)
- _____ 10. Two (2) copies of the test reports (geotech, asphalt, concrete, water, sewer, etc.)
- _____ 11. A letter of acceptance from the City of Saraland Public Works Superintendent
- _____ 12. A letter from engineer/owner requesting acceptance of streets
- _____ 13. Certification of Improvements Form
- _____ 14. Petition for Acceptance of Roads and Rights-of-Way
- _____ 15. Five (5) 24" x 36" copies of the Sealed Engineering Final Subdivision Plat
- _____ 16. Three (3) 24" x 36" copies of marked-up as-built construction plans showing ALL changes that occurred during construction
- _____ 17. Final subdivision plat in digital format (dwg or dgn in state plane coordinates) to the City Building Department upon approval by the Planning Commission
- _____ 18. Present a copy of the subdivision plat to the City Clerks Office upon recording

Certified by: _____
Project Manager

Received by: _____
Building Inspector

Submittal Date: ____ / ____ / ____

Planning Commission Meeting: ____ / ____ / ____

**THE CITY OF SARALAND
ENGINEER'S AS-BUILT CERTIFICATION FOR SUBDIVISIONS**

Project Name: _____

Address: _____

Date Project Completed: _____

An * below indicates that 24 hour notice must be given to the Building Department prior to the start of these items.

Initial each of the items below and provide additional information as required.

* _____ Construction start date. _____

* _____ Start date of storm sewer construction: _____

* _____ Start date of subgrade testing: _____

* _____ Start date of base testing: _____

* _____ Start date of paving: _____

* _____ Start date of storm sewer construction: _____

_____ Streets, storm drain system, and storm water detention were constructed in accordance with the approved plans and as-built elevations taken and recorded.

_____ Two copies of the testing laboratory's findings have been provided to the Building Department.

_____ I have reviewed the laboratory test results and find that the base and subgrade layers and asphalt paving are satisfactory with regard to composition, thickness, and density.

_____ Finished street cross-slopes conform to the approved plans.

_____ The asphalt paving overlaps the concrete gutter as required.

_____ Underdrains were/were not installed. An underdrain location drawing was provided with the as-built drawings.

_____ Junction box invert elevations, and outfall elevations were checked and are in accordance with the approved plans, or elevation differences noted on the as-built drawings provided to the Building Department.

_____ As-built drawings have been provided to the Building Department.

_____ Surveyed storm water detention volume: _____ cubic feet.

_____ Required storm water detention volume: _____ cubic feet.

_____ The orifice is sized and installed correctly. If the detention control structure is an orifice plate: Measured size _____ in. Required size: _____ in.

_____ The orifice plate is securely attached.

_____ Embankment and/or excavated slopes appear to be stable and are covered in a suitable manner so as to prevent erosion.

_____ Headwalls are properly constructed. Adjacent surfaces are stable.

_____ Inlets and storm drain lines are free of sediment and debris.

_____ The required size and quantity of rip-rap was provided at the outfall discharge point.

_____ Filter blanket was provided and properly installed under the rip-rap.

_____ Manhole and utility rings are properly installed.

_____ Within the Home Owners Association Restrictive Covenants, the Association assumes responsibility for maintenance of storm water detention facilities. The Covenants were recorded in map book _____, page number _____ on date _____. A copy has been provided to the City Building Department.

I hereby certify that this project was built in accordance with the approved plans, and that drawings and calculations of any significant changes in the final construction of the project from what was shown on the previously approved plans have been submitted to the City Building Department.

I further certify that this subdivision was constructed with my inspection and was constructed in accordance with the Alabama Department of Transportation Standard Specifications for Highway Construction, current edition.

I acknowledge, in the event that the Certification given herein is determined by the Building Inspector to be grossly incorrect, the City of Saraland may thereafter refuse to accept the certification of the undersigned.

Signature: _____ **Registration No.:** _____

Print Name: _____ **Date:** _____

Engineering Firm: _____

General Contractor: _____ **Saraland License No.:** _____

Paving Contractor: _____ **Saraland License No.:** _____

Materials Testing Laboratory: _____

**CITY OF SARALAND
CERTIFICATION OF IMPROVEMENTS FOR SUBDIVISIONS**

Name of Subdivision: _____

Location: _____

In accordance with said requirements outlined in the City of Saraland Land Use and Development Ordinance, I hereby certify to the following:

- 1) The road(s) or right-of-ways are complete and are in compliance with the minimum standards as outlined for construction in The City of Saraland Land Use and Development Ordinance, Article XVII entitled Procedures for Subdivision Review and Article XI, entitled Minimum Standards and Required Improvements.
- 2) The same is free from defects from any cause.
- 3) The same is free and clear of any liens and encumbrances.

I also certify that all construction was under my supervision and was built in compliance with the Alabama Department of Transportation Standard Specifications for Highway Construction, current edition.

Project Engineer Name

Registration Number

Project Engineer Signature

Date

Owner or Authorized Agent Name

Owner or Authorized Agent Signature

Date

**CITY OF SARALAND
PETITION FOR ACCEPTANCE
FOR ROAD(S) AND/OR RIGHTS-OF-WAY**

SUBDIVISION NAME: _____

LOCATION: _____

THIS ACCEPTANCE OF ROADS AND RIGHTS-OF-WAY is made this _____ day of _____, _____ by _____, hereinafter called the Subdivider, owner of certain property located in Mobile County, Alabama known as _____ Subdivision to be recorded in the office of the Judge of Probate of Mobile County, Alabama; and,

WHEREAS, the Subdivider has agreed to the dedication of the roads and rights-of-way located in said subdivision to the City of Saraland, and further warrants that said roads and rights-of-way are complete and are in compliance with the minimum standards as outlined for construction in the City of Saraland Land Use and Development Ordinance, Article XXVII, entitled Procedures for Subdivision Review, and Article XI, Minimum requirements and Required Improvements. The Subdivider further warrants that the same are free from defects from any cause and are free and clear of any liens and encumbrances; and,

WHEREAS, the Subdivider does hereby agree to provide a Maintenance Bond, as outlined in Article XVII, entitled Procedures for Subdivision Review, in an amount equal to twenty-five (25) percent of the total street, utility, and drainage improvements (\$ _____) in the subdivision for a period of two (2) years after the date of their acceptance and dedication of the same to the City. Said bond shall be required by the City as a condition to the acceptance and dedication of any new roads or rights-of-way within the City; and

WHEREAS, the Project Engineer acting on behalf of the Subdivider does hereby certify that all roads and rights-of-ways are complete and are in compliance with the minimum standards as outlined for construction the City of Saraland Land Use and Development Ordinance, Article XVII, entitled, Procedures for Subdivision Review, and Article XI, Minimum Requirements and Required Improvements, and were built in compliance with the Alabama Department of Transportation Standard Specifications for Highway Construction, current edition.

WHEREAS, the City of Saraland, Alabama, acting by and through the recommendation of the City of Saraland Planning Commission, has agreed to accept the responsibility for the maintenance of the roads and rights-of-way of said subdivision subject to a two (2) year maintenance period as described above; and,

WHEREAS, the City of Saraland has agreed to accept the property within the confines of the road right-of-way which does not include drainage or utility easements of any other improvements outside of these confines.

NOW, THEREFORE, in consideration of the premises, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Subdivider does hereby dedicate the roads and right-of-way in said subdivision to the City of Saraland, a municipal corporation, as per the recommendation of the City of Saraland Planning Commission at their regular meeting of _____.
That said subdivision according the plat recorded in the Judge of Probate, Mobile County, Alabama and said streets being named _____

are hereby accepted for maintenance by the City of Saraland, Alabama as a city street(s).
IN WITNESS WHEREOF, the Subdivider has caused the execution of this dedication as of the date setforth above.

Respectfully submitted,

Name of Individual or Corporation

By: _____

Its: _____

**STATE OF ALABAMA)
COUNTY OF MOBILE)**

I, the undersigned Notary Public in and for said State and County, hereby certify that _____ whose name as _____ of _____, an Alabama corporation or as owner of _____ is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he as such officer or owner and with full authority, executed the same voluntarily on the day same bears date.

Given under my hand and official seal on this the ____ day of _____,
_____.

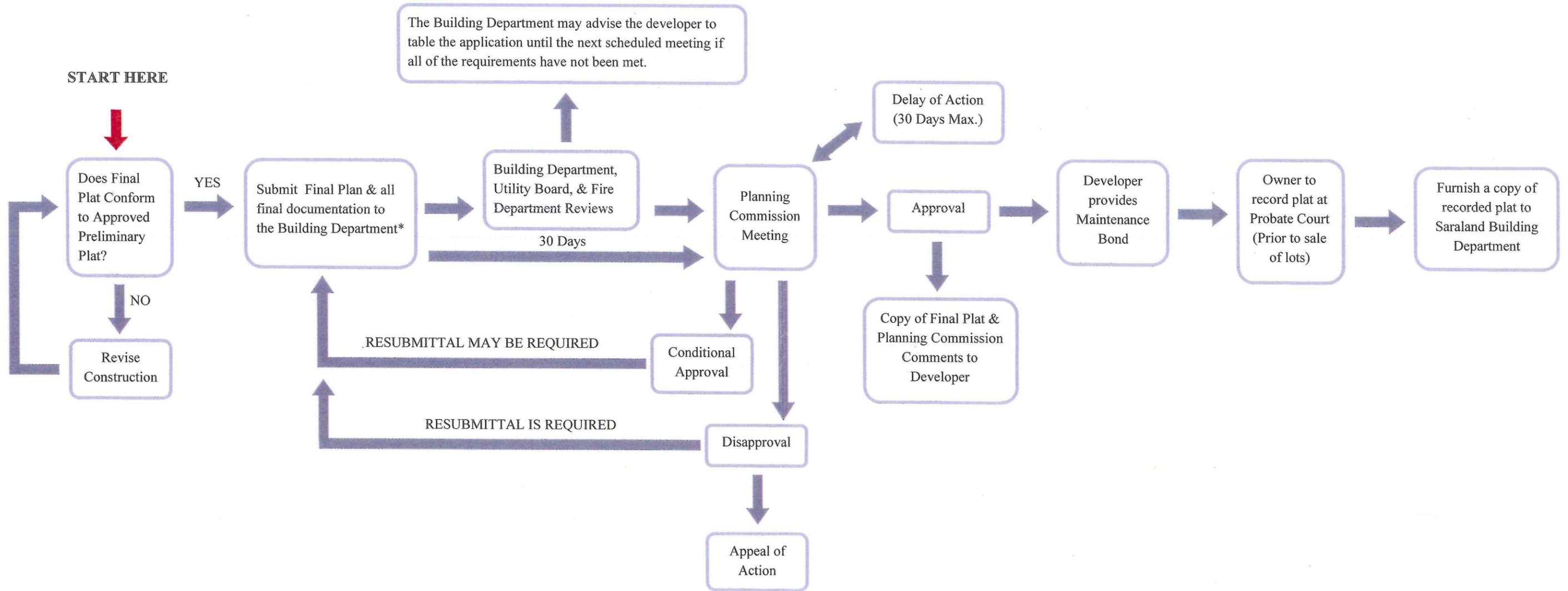
(NOTARY SEAL)
NOTARY PUBLIC
My commission expires: _____

Recommendation:

Building Official
City of Saraland

Planning Commission Chairman
City of Saraland

FINAL PLAT FLOW CHART



***Note: Refer to the Final Plat Review Checklist and Building Department Checklist for requirements.**