



# CITY OF SARALAND

## PRELIMINARY/FINAL SUBDIVISION PLAT REVIEW

Application Number: \_\_\_\_\_ Date Plat Submitted: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

Name of Owner: \_\_\_\_\_

Owner Address: \_\_\_\_\_

(Street or P.O. Box)

\_\_\_\_\_ Telephone #: \_\_\_\_\_

(City) (State) (Zip) E-mail: \_\_\_\_\_

Name of Authorized Agent, if other than owner: \_\_\_\_\_

Agent Address: \_\_\_\_\_

(Street or P.O. Box)

\_\_\_\_\_ Telephone #: \_\_\_\_\_

(City) (State) (Zip) E-mail: \_\_\_\_\_

Name of Land Surveyor: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Alabama Registration Number: \_\_\_\_\_

Design Engineer's Name: \_\_\_\_\_ Registration #: \_\_\_\_\_

(If new streets or other improvements are required)

Engineer Address: \_\_\_\_\_

(Street or P.O. Box)

\_\_\_\_\_ Telephone #: \_\_\_\_\_

(City) (State) (Zip) E-mail: \_\_\_\_\_

Subdivision Location: \_\_\_\_\_

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

Water Source: \_\_\_\_\_ Sewer Source: \_\_\_\_\_

Description of proposed subdivision in **SEC** \_\_\_\_, **TSHP** \_\_\_\_, **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 three 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.

**CITY OF SARALAND  
PRELIMINARY/FINAL PLAT SUBMITTAL  
REVIEW CHECKLIST**

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An application for Preliminary/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 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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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.
17. ( ) Note stating: For the location of all utilities see construction plans.
18. ( ) Minimum building setback line note, as well as indicated on plat. Include front, side, and rear setbacks.
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.

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- 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).
  - g. Certification indicating flood zone, if applicable.
  - h. Appropriate block for the Authorization of recording of said Plat by the Judge of Probate.
  - i. County Engineer certification, if applicable.
22. ( ) Plat must state Preliminary/Final Plat.
23. ( ) Perk Test Report from Board of Health if on septic tank.
24. ( ) All Applicable ADEM and ALDOT Permits.

Drawing By: \_\_\_\_\_

Certified By: \_\_\_\_\_  
(Signature of Project Manager)

**THE CITY OF SARALAND  
BUILDING DEPARTMENT CHECKLIST  
PRELIMINARY/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. Preliminary/Final Application
- \_\_\_ 2. Adjacent property owner's list with a header stating the name of the subdivision (Attach three (3) sets of mailing labels for each of the property owners outlined on the list).
- \_\_\_ 3. Certification of Property Owners Notification List
- \_\_\_ 4. Cost of the Preliminary/Final Plat, \$150 plus \$10 per Lot plus \$7 per adjacent property owner, including subject property and properties across the street (checks, cash and credit cards accepted)
- \_\_\_ 5. A Preliminary/Final Plat Review Checklist with the appropriate items marked and the signature of the project manager
- \_\_\_ 6. A recorded warranty deed of the subject property (proof of ownership of the property)
- \_\_\_ 7. Letter of Authorization (authorization of the agent/representative to act on the owner's behalf)
- \_\_\_ 8. A utility letter from the water and sewer authorities stating whether those utilities are available in the area
- \_\_\_ 9. Three (3) 24" x 36" sets of the preliminary plat
- \_\_\_ 10. If applicable, Four (4) 24" x 36" copies of the master plan. If the project is to be constructed as a phased development, a master plan is required, sufficient in scope and detail to substantially reflect the final and complete development.
- \_\_\_ 11. Electronic submission of plans in PDF format
- \_\_\_ 12. Present a copy of the subdivision plat to the City Clerk's Office upon recording

Certified by: \_\_\_\_\_  
Project Manager

Received by: \_\_\_\_\_  
Building Inspector

Submittal Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Planning Commission Meeting: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CITY OF SARALAND  
BUILDING DEPARTMENT**

**CERTIFICATION OF PROPERTY OWNER NOTIFICATION LIST**

Public hearings for zoning amendments, vacation of easements and/or rights of way, and subdivisions as provided for in the Code of Alabama, 1975, (as amended); require notification to adjacent property owners. The list of names and addresses shall be a current listing obtained from the records available in the Mobile County Revenue and/or Probate Office.

We, the owner of subject property and project engineer, do hereby certify that the attached adjacent property owners' list was obtained from the Mobile County Revenue and/or Probate Office and is to the best of our knowledge a current list of all real property owners adjacent to the subject property.

\_\_\_\_\_  
Project Engineer Name

\_\_\_\_\_  
Registration Number

\_\_\_\_\_  
Project Engineer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner or Authorized Agent Name

\_\_\_\_\_  
Owner or Authorized Agent Signature

\_\_\_\_\_  
Date

AGREEMENT

ALLOWING THE CITY OF SARALAND TO POST PUBLIC NOTICE SIGNS ON THE PROPERTY FOR WHICH AN APPLICATION FOR A SUBDIVISION HAS BEEN SUBMITTED TO THE PLANNING COMMISSION.

I hereby agree to allow the City of Saraland to post on my property, for which an application for a subdivision has been submitted to the Planning Commission, a sign or sign(s) notifying the general public of said request. I understand the City of Saraland shall erect and maintain said sign(s) for the prescribed period of time and remove the same.

\_\_\_\_\_  
Signature of Property Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Address/Location