



CITY OF SARALAND

FINAL SUBDIVISION PLAT REVIEW

Application Number: _____ Date Plat Submitted: _____

Name of Subdivision: _____

Name of Owner: _____

Owner Address: _____

(Street or P.O. Box)

(City) (State) (Zip)

Telephone #: _____

E-mail: _____

Name of Authorized Agent, if other than owner: _____

Agent Address: _____

(Street or P.O. Box)

(City) (State) (Zip)

Telephone #: _____

E-mail: _____

Name of Land Surveyor: _____ Telephone #: _____

Alabama Registration Number: _____

If new streets or other improvements are required:

Design Engineer's Name: _____ Registration #: _____

Engineer Address: _____

(Street or P.O. Box)

(City) (State) (Zip)

Telephone #: _____

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.

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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.

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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. 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. () Electronic submission of plans in PDF format.

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 \$150 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. Four (4) 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. Electronic submission of plans in PDF format.
- ___ 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

Maintenance Agreement for Stormwater Management Facilities

This Maintenance Agreement is made this ___ day of _____, 20__ by and between _____ and the City of Saraland, Alabama.

The project name is _____.

The location is: _____, Saraland, AL.

The project's Tax Map and Lot Numbers are Tax Map _____, Lot _____.

The project is shown on a plan entitled " _____ " dated _____ and most recently revised on _____, approved by the _____ [Municipal Permitting Board] on _____ and recorded in the Mobile County Registry of Deeds in Plan Book _____ Page _____ (the "Project").

WHEREAS, the approval of the Project includes Stormwater Management Facilities which requires periodic maintenance; and

WHEREAS, in consideration of the approval of the Project the City of Saraland requires that periodic maintenance be performed on the Stormwater Management Facilities;

NOW, THEREFORE, in consideration of the mutual benefits accruing from the approval of the Project by the City of Saraland and the agreement of _____ to maintain the Stormwater Management Facilities, the parties hereby agree as follows:

1. _____, for herself/himself/itself, and her/his/its successors and assigns, agrees to the following:

- (a) To inspect, clean, maintain, and repair the Stormwater Management Facilities, which includes, to the extent they exist, parking areas, catch basins, detention basins or ponds, drainage swales, pipes and related structures, as required by Section 6 of the City's Post-Construction Stormwater Management Ordinance, to prevent the buildup and storage of sediment and debris in the system;
- (b) To repair any deficiencies in the *Stormwater Management Facilities* noted during the required inspection;
- (c) To provide a summary report on the inspection, maintenance, and repair activities performed, as required by Section 6 of the City's Post-Construction Stormwater Management Ordinance, on the *Stormwater Management Facilities* to the *City Enforcement Authority*;
- (d) To allow access by City personnel or the City's designee for inspecting the *Stormwater Management Facilities* for conformance with these requirements.

(e) To create a homeowners' association for the purpose of maintaining the *Stormwater Management Facilities*.

2. Upon creation of the homeowners' association, the homeowners' association shall become responsible for compliance with the terms of this Agreement.

3. This Agreement shall constitute a covenant running with the land, and _____ shall reference this Agreement in all deeds to lots and/or units within the Project.

Witness

By: _____
Its: _____

City of Saraland

Witness

By: _____
Printed Name: _____
Its: _____

STATE OF ALABAMA

_____, ss.

_____, 20 ____

Personally appeared the above-named _____,
the _____ of _____, and
acknowledged the foregoing Agreement to be said person's free act and deed in said capacity.

Before me,

Notary Public / Attorney at Law

Printed Name: _____

STATE OF ALABAMA

_____, ss.

_____, 20 ____

Personally appeared the above-named _____,
the _____ of the City of Saraland, and acknowledged the foregoing
Agreement to be said person's free act and deed in said capacity.

Before me,

Notary Public / Attorney at Law

Printed Name: _____

Stormwater Management Facilities Certification

(to be sent to Municipality)

I, _____ (print or type name), certify the following:
(Qualified Post-construction Stormwater Inspector)

1. I am making this Stormwater Management Facilities Certification for the following property: _____
(print or type name of subdivision, condominium or other development) located at _____
_____ (print or type address), (the "Property");

2. The owner, operator, tenant, lessee or homeowners' association of the Property is: _____
_____ (name(s) of owner, operator, tenant, lessee, homeowners' association or other party having control over the Property);

3. I am a Qualified Post-construction Stormwater Inspector hired by the person/entity named in Paragraph 2;

4. I have knowledge of erosion and stormwater control and have reviewed the approved Post-Construction Stormwater Management Plan for the Property;

5. On _____, 20 ____, I inspected the Stormwater Management Facilities, including but not limited to parking areas, catch basins, drainage swales, detention basins and ponds, pipes and related structures required by the approved Post-Construction Stormwater Management Plan for the Property;

6. At the time of my inspection of the Stormwater Management Facilities on the Property, I identified the following need(s) for routine maintenance or deficiencies in the Stormwater Management Facilities:

7. On _____, 20 ____, the owner, operator, tenant, lessee or president of the homeowners' association took or had taken the following routine maintenance or the following corrective action(s) to address the deficiencies in the Stormwater Management Facilities stated in 6 above:

8. As of the date of this certification, the Stormwater Management Facilities are functioning as intended by the approved Post-Construction Stormwater Management Plan for the Property.

Date: _____, 20 ____

By: _____

Signature

Print Name: _____

STATE OF ALABAMA

_____, ss.

_____, 20 ____

Personally appeared the above-named _____,
the _____ of _____, and
acknowledged the foregoing Agreement to be said person's free act and deed in said capacity.

Before me,

Notary Public / Attorney at Law

Printed Name: _____

Mail or hand deliver this certification to the Municipality at the following address:

Director of Inspection Services
mblack@saraland.org
City of Saraland
933 Saraland Boulevard South
Saraland, Alabama 36571