



# 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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FINAL PLAT REVIEW CHECKLIST**

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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

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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. (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  
SUPPLEMENTAL ITEMS 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. Cost of the Final Plat, \$150 base fee 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:

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Building Official  
City of Saraland

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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](mailto:mblack@saraland.org)  
**City of Saraland**  
**933 Saraland Boulevard South**  
**Saraland, Alabama 36571**