



City of Saraland
Building Department
Planned Unit Development (PUD) Review

Application Number: _____ Date Plan Submitted: _____

PUD Application Type: _____ Preliminary Plan _____ Final Plan _____ Preliminary/Final Plan

Type of Development: _____ Fixed Dwelling Planned Unit Development / _____ Ownership (See Article 30-2)

Current Zoning: _____ Proposed Zoning (or N/A): _____ (An Application for Zoning Amendment is required)

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 # _____

E-mail: _____

Alabama Registration Number: _____

Design Engineer's Name: _____ Registration #: _____

(If new streets or other improvements are required)

Engineer Address: _____

(Street or P.O. Box)

(City)

(State)

(Zip)

Telephone # _____

E-mail: _____

Subdivision Location and/or Parcel Number(s): _____

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. ____.

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 PUD CHECKLIST

An application for Preliminary/Final PUD Review shall include the following information, unless said requirement(s) is/are not applicable or waived by the Building Official.

Additional information may be required for the full and proper consideration of the Building Department.

1. () Description of PUD: Attach a description of the contemplated use and character of improvements, existing or to be constructed, on this property and a time schedule for development (beginning and completion of development and, if planned in stages, schedule shall indicate the successive stages and the development planned for each stage).
2. () Plan Consistency Analysis: Attach a document that illustrates how the application is or is not consistent with the Comprehensive Plan (Map for Mobile: Framework for Growth). The document should include a narrative, a matrix, and any graphics that may help illustrate consistency with the plan, or justify any inconsistencies.
3. () Name and address of owner of record and subdivider.
4. () Name and registration number of surveyor and engineer.
5. () Name of subdivision/development and its acreage.
6. () North Arrow, graphic scale of not less than 1" = 100', and date.
7. () Vicinity map showing location.
8. () Block letters and lot numbers.
9. () Indication of zoning district, if such exist. Indicate the proposed use of all land within the PUD in the site data as well as on the plan and any restrictions on the lots.
10. () The character and approximate density of the dwellings.
11. () Number of parking spaces and the amount of impervious surface.
12. () The landscaping and tree planting plan.
13. () 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.

14. () 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.
15. () Typical street cross-sections and center-line profiles.
16. () Existing streets, utilities, and easements on and adjacent to the tract including the size and width of each.
17. () Generalized drainage plan showing the location of drainage facilities, as well as the easements for such facilities.
18. () Proposed location of land dedicated on the plan for common areas and detention ponds for all subdivisions. Note regarding ownership and maintenance.
19. () Provision for recreational area for a subdivision of five (5) or more acres.
20. () 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.
21. () Note stating: For the location of all utilities see construction plans.
22. () Minimum building setback line note, as well as indicated on plan. Include front, side, and rear setbacks.
23. () The size of each lot provided as a note on the plan in at least acres.
24. () 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.
25. () Soils in the area to be subdivided at a scale equal to that of the Preliminary Plat, except when sanitary sewer is installed.
22. () Plan must state Planned Unit Development, or PUD.
23. () Perk Test Report from Board of Health if on septic tank.

- 24. () All Applicable ADEM and ALDOT Permits.
- 25. () Applicable written legal documents of Article 30-8(c)(2) (See Page 149 of the Land Use and Development Ordinance)

Drawing By: _____

Certified By: _____
(Signature of Project Manager)

CITY OF SARALAND
BUILDING DEPARTMENT

CERTIFICATION OF PROPERTY OWNER NOTIFICATION LIST

Public hearings for zoning amendments, vacation of easements and/or rights of way, subdivisions, and Planned Unit Developments 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 PLANNED UNIT DEVELOPMENT 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 Planned Unit Development 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

**THE CITY OF SARALAND
BUILDING DEPARTMENT CHECKLIST
PRELIMINARY/FINAL PUD SUBMITTAL**

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

- ___ 1. Preliminary/Final PUD Application.
- ___ 2. Description of PUD.
- ___ 3. Plan Consistency Analysis.
- ___ 4. Three (3) 24" x 36" sets of the preliminary/final PUD plan.
- ___ 5. A list of property owners within 300' of the site with a header stating the name of the subdivision/development (Attach three (3) sets of mailing labels for each of the property owners outlined on the list).
- ___ 6. Certification of Property Owners Notification List.
- ___ 7. Agreement allowing the City of Saraland to post public notice signs on the property.
- ___ 8. Cost of the Preliminary/Final PUD application (\$200 plus \$7 per adjacent property owner, including subject property and properties across the street (checks, cash and credit cards accepted).
- ___ 9. A Preliminary/Final PUD Review Checklist with the appropriate items marked and the signature of the project manager.
- ___ 10. A recorded warranty deed of the subject property (proof of ownership of the property)
- ___ 11. Letter of Authorization (authorization of the agent/representative to act on the owner's behalf)
- ___ 12. A utility letter from the water and sewer authorities stating whether those utilities are available in the area, if applicable.
- ___ 13. Electronic submission of plan(s) in PDF format.
Present a copy of the plan to the Building Department upon approval.

Certified by: _____
Project Manager

Received by: _____
Building Inspector

Submittal Date: ____ / ____ / ____

Planning Commission Meeting: ____ / ____ / ____