



CITY OF SARALAND

PRELIMINARY / FINAL SUBDIVISION PLAT REVIEW

Are you requesting administrative review as per Section 11-5 of the Land Use & Development Ordinance? _____ Date submitted: _____
Application Number: _____

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: _____

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: _____

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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REVIEW CHECKLIST**

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
SUPPLEMENTAL ITEMS 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 Plat Review Application
- ___ 2. Payment for Subdivision Review: \$150 base fee, plus \$10 per Lot. Additional \$9 per adjacent property owner (including the subject property, properties touching corners, and properties across the street) for subdivisions which will require a public hearing
- ___ 3. A Preliminary/Final Plat Review Checklist with the appropriate items marked and the signature of the project manager
- ___ 4. A recorded warranty deed of the subject property (proof of ownership of the property)
- ___ 5. Letter of Authorization (authorization of the agent/representative to act on the owner's behalf)
- ___ 6. A utility letter from the water and sewer authorities stating whether those utilities are available in the area
- ___ 7. Three (3) 24" x 36" sets of the preliminary plat
- ___ 8. 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.
- ___ 9. Electronic submission of plans in PDF format
- ___ 10. Present a copy of the subdivision plat to the City of Saraland upon recording

Complete for applications for which administrative review is not being requested:

- ___ 11. List of adjacent property owners (as defined under Item 2) with a header stating the name of the subdivision. Attach three (3) sets of mailing labels for each property owner outlined on the list
- ___ 12. Certification of Property Owners Notification List
- ___ 13. Agreement allowing the City of Saraland to post public notice signs on the property

Complete for applications for which administrative review is being requested:

- ___ 14. A letter from the surveyor stating that the application meets the requirements for administrative review as per Section 11-5 of the Land Use & Development Ordinance.

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