



Subdivision Master Plan Review

City of Saraland Planning Department
727 Saraland Blvd. S., Saraland, AL 36571
(251) 679-5502 | www.saraland.org

Application Number: _____ Date Plan Submitted: ____ / ____ / ____

Name of Subdivision: _____

Site Location (Address or Parcel Number(s): _____

Please attach a deed and provide a legal description of the property on a separate plan sheet

Current Zoning: _____ Proposed Zoning: _____

A Zoning Amendment is required for plans proposing a change of the zoning classification. See Article 12 of the Land Use and Development Ordinance for the provisions of each zoning district.

Water Source: _____ Sewer Source: _____

Total Acreage: _____ # of Lots/Units: _____ Average Lot Size: _____

Description of proposed subdivision in SEC ____, TSHP ____, RANGE ____, MAP BOOK ____, PAGE ____, DATED _____, or SLIDE NO. _____.

Name of Owner: _____

Owner Address: _____

Street or P.O. Box City, State, Zip

Telephone #: _____ Email: _____

Name of Authorized Agent, if other than owner: _____

Agent Address: _____

Street or P.O. Box City, State, Zip

Telephone #: _____ Email: _____

Name of Land Surveyor: _____ Alabama Registration Number: _____

Telephone #: _____ Email: _____

Name of Design Engineer: _____

Engineer Address: _____

Street or P.O. Box City, State, Zip

Telephone #: _____ Email: _____

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 Planning Department
Master Plan Review
Plan Checklist**

The submittal for Master Plan Review shall include the following information, unless said requirement(s) is/are 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. () Name of subdivision/development and its acreage.
4. () North Arrow, graphic scale of not less than 1" = 100', and date.
5. () Vicinity map showing location.
6. () Indication of existing and proposed zoning, if such exists.
7. () Block letters and lot numbers.
8. () Provision for recreational area for a subdivision of five (5) or more acres.
9. () Minimum building setback line note, as well as indicated on plan. Include front, side, and rear setbacks.
10. () The size of each lot provided as a note on the plan in at least acres.
11. () Plan must state Master Plan.
12. () Identification of facilities as public or private. Indication of public uses including schools, parks, playgrounds and other open spaces.
13. () Indicate the proposed use of all land within the development in the site data as well as on the plan and any restrictions on the lots.
14. () Proposed location of land dedicated on the plan for common areas and detention ponds for all subdivisions. Note regarding ownership and maintenance.
15. () The character and approximate density of the dwellings.
16. () Development staging.
17. () The approximate location of all streets and rights-of-way, and walkways, and parking facilities.

**City of Saraland Planning Department
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Plan Checklist**

- 18. () Number of parking spaces and the amount of impervious surface.
- 19. () The landscaping and tree planting plan.
- 20. () 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.
- 21. () The approximate topography at not more than (5) foot intervals.
- 22. () 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.
- 23. () Generalized drainage plan showing the location of drainage facilities, as well as the easements for such facilities.

Drawing By: _____

Certified By: _____
(Signature of Project Manager)

**City of Saraland Planning Department
Master Plan Review
Supplemental Items Checklist**

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. () Master Plan application
2. () Three (3) 24" x 36" paper copies of the plan
3. () Electronic submission of plan in PDF format
4. () A Master Plan Review Checklist with the appropriate items marked and the signature of the project manager
5. () Plan Consistency Analysis: Attach a document that illustrates how the application is or is not consistent with the Comprehensive Plan (City of Saraland Master Plan). The document should include a narrative, a matrix, and any graphics that may help illustrate consistency with the plan, or justify any inconsistencies.
6. () Description of plan: 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).
7. () Letter of Authorization (authorization of the agent to act on the owner's behalf)
8. () A recorded warranty deed of the subject property (proof of ownership of the property)
9. () Provision of a purchase or lease agreement from the current property owner, if applicable

Certified by: _____
Project Manager

Submittal Date: ____ / ____ / ____

Planning Commission Meeting Date: ____ / ____ / ____