



## Preliminary Subdivision Plat Review

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

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.

**City of Saraland Planning Department**  
**Preliminary Subdivision Plat Review**  
**Plan Checklist**

---

An application for Preliminary 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.

**City of Saraland Planning Department  
Preliminary Subdivision Plat Review**

**Plan Checklist**

---

12. ( ) Location of drainage facilities, as well as, the easements for such facilities.
13. ( ) Proposed location of land dedicated on the plat for common areas and detention ponds for all subdivisions. Note regarding ownership and maintenance.
14. ( ) Provision for recreational area for a subdivision of five (5) or more acres.
15. ( ) 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.
16. ( ) Note stating: For the location of all utilities see construction plans.
17. ( ) Minimum building setback line note, as well as indicated on plat.
18. ( ) 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. Corps of Engineers.
19. ( ) Soils in the area to be subdivided at a scale equal to that of the Preliminary Plat, except when sanitary sewer is installed.
20. ( ) 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.

**City of Saraland Planning Department  
Preliminary Subdivision Plat Review**

**Plan Checklist**

---

- 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.

21. ( ) Plat must state Preliminary Plat, NOT FOR FINAL RECORDING.

22. ( ) Note stating that sidewalks will be installed at the time of residential construction.

23. ( ) Construction Best Management Practices Plan (CBMPP) and Erosion Control Plans. Include one (1) 11 x 17 plan sheet of the Erosion Control Plan.

24. ( ) Landscape and Irrigation Plan (if applicable)

25. ( ) Perk Test Report from Board of Health if on septic tank

26. ( ) All Applicable ADEM and ALDOT Permits

27. ( ) Note stating that maintenance of the detention pond shall be the responsibility of the developer until the creation of a Homeowner's Association. At which time the responsibility shall become that of the Association. Maintenance of the detention pond shall not at any time be the responsibility of the City of Saraland.

Drawing By: \_\_\_\_\_

Certified By: \_\_\_\_\_  
(Signature of Project Manager)

**City of Saraland Planning Department**  
**Preliminary Subdivision Plat 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. Preliminary Plat Application
- 2. Engineer's Certification Letter that he/she has been retained for inspection
- 3. Adjacent property owner's list with a header stating the name of the subdivision.  
Adjacent property owner's list should include the subject property, properties touching corners, and properties across the street. Attach three (3) sets of mailing labels for each of the property owners outlined on the list
- 4. Certification of Property Owners Notification List
- 5. Cost of the Preliminary Plat, \$150 base fee, plus \$10 per Lot, plus \$9 per adjacent property owner as described above
- 6. A Preliminary Plat Review Checklist with the appropriate item marked and the signature of the project manager
- 7. A recorded warranty deed of the subject property (proof of ownership of the property)
- 8. Letter of Authorization (authorization of the agent/representative to act on the owner's behalf)
- 9. A utility letter from the water and sewer authorities stating whether those utilities are available in the area
- 10. Copy of application for NPDES Notice of Intent (ADEM)
- 11. Drainage calculations
- 12. Two (2) copies of the test reports (geotech, asphalt, concrete, water, sewer, etc.) (if applicable)
- 13. Four (4) 24" x 36" paper sets of construction plans, including the preliminary plat
- 14. Four (4) 24" x 36" paper copies of the master plan, if applicable. If the development is to be constructed in phases, a Subdivision Master Plan submittal is required, sufficient in scope and detail to substantially reflect the final and complete development.
- 15. Electronic submission of plat and construction plans in PDF format.
- 16. Subdivision entry sign drawings, details, and sign permit with fee
- 17. Certification of Engineering Design
- 18. Construction Best Management Practices Plan (CBMPP)
- 19. Erosion Control Plan

**Certified by:** \_\_\_\_\_  
Project Manager

**Received by:** \_\_\_\_\_  
Building Inspector

**Submittal Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Planning Commission Meeting:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**CERTIFICATION OF ENGINEERING DESIGN  
FOR PRELIMINARY PLAT APPROVAL**

I, \_\_\_\_\_ a Professional Engineer registered in the State of Alabama, Registration Number, \_\_\_\_\_, do hereby certify that the subdivision design for \_\_\_\_\_, that is hereby submitted to the Saraland Building Department, has been designed under my supervision.

I further certify that the drainage system for this site has been designed to meet the twenty-five (25) year flood storm criteria as determined by the Rational Method, which is the established and accepted state of the art method for drainage design in Saraland, Alabama for drainage areas of 200 acres or less.

This design will ensure that all post-construction drainage runoff occurring during a storm of twenty-five (25) year magnitude will be no more than the pre-construction drainage runoff for the project. This design also ensures that the post-construction runoff for a twenty-five (25) year storm is no more than the pre-construction runoff that is released onto a City of Saraland right-of-way or easement. The pre and post comparisons are shown on the accompanying drainage calculations submitted with this certification.

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.

Name: \_\_\_\_\_

P.E. # \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

**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