



## City of Semmes Minor Subdivision Review Checklist

**This section for internal use only.**

Case #: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

All Documents Attached: Yes  No

### Minor Subdivision Review Checklist

___	One copy of the plat (24"x36")
___	11 copies of plat (11"x17")
___	Completed Development Application
___	Payment in full
___	3 labels and a photocopy of the typed labels (property owner, adjoining, across the street, applicant, and utilities served)
___	Vicinity map on plat annotated NTS or not less than 1:9600
___	Name, address, and contact information of owner and Consultant
___	Name and addresses of record for owners within 300' of parcel. (on plat)
___	North arrow and scale
___	Contours at 2' intervals
___	Blocks and lots with all bearings and dimensions
___	setback and buffer lines for buildings and wetlands, flood zones, etc.
___	Flood zones shown and all wetlands delineated
___	Certification of wetlands by a certified professional
___	All required or needed utility and drainage easements (are they buffered correctly)
___	ROW widths, existing street names
___	Site table showing total acreage, minimum lot size density per acre, number of lots
___	Location of closest fire hydrant on plat and distance from driveway
___	Copy of the transmittal letter to Mobile County if applicable
___	Require notations on plat for Mobile County if property is not in City Limits
___	Copy sent to Mobile County
___	Waivers and fees (if applicable)