



## **Development Application Package (Master Plan)**

ACKNOWLEDGEMENT (Read Carefully) I, the undersigned applicant, hereby apply for favorable consideration to subdivide the above described land as depicted on the drawing and legal description accompanying this application. I understand that the payment of fees does not entitle me to approval of this plat and no refund will be made. I further waive the requirements of Ala. Code 11-52-32 as amended, that a decision is rendered within 30 days.



## Development Application (Master Plan)

### Application Type:

- Master Plan Subdivision  
 Planning Commission (SD)
- 

### Authorized Agent/Owner :

Name of agent/owner \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**\*\*\*\* Note** – A letter from the property owner naming the authorized agent is required.

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### Engineer / Surveyor:

Name of Engineer / Surveyor \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Email of Engineer/Surveyor \_\_\_\_\_

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### Property Information:

Physical Location of Property \_\_\_\_\_

Parcel ID \_\_\_\_\_ Key No. \_\_\_\_\_



## Development Application (Major Subdivision)

**Property Road Frontage Designation** (*check all that apply*):

- City Maintained                       Paved Road
- County Maintained                       Unpaved Road
- Private Road
- 

**Proposed Subdivision / Site Data:**

Proposed Name of Project \_\_\_\_\_

Number of proposed lots \_\_\_\_\_

Smallest Lot Size \_\_\_\_\_ Largest Lot Size \_\_\_\_\_ Mean Lot Size \_\_\_\_\_

Total Acreage \_\_\_\_\_ LF of Street(s) \_\_\_\_\_

Greenspace Area in Sq. Ft. or Ac \_\_\_\_\_

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**Property Owner Certification:**

Name of owner or entity \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Owner or Principal Email \_\_\_\_\_

Signature \_\_\_\_\_

*\*\*\*\*Note – By signing the above you are certifying that you are the true and correct owner of the subject property in whole or part. Properties owned by multiple persons or entities must have this document executed by the managing partner or supporting letters consenting to the application.*



# Development Application (Major Subdivision)

**Fees:**

**Major Subdivision:**

- Base Fee - \$200.00
- Engineering Review - \$500.00 base, plus \$20 per lot
- Preliminary Plat - \$200.00
- Final Plat - \$200.00
- Final Inspection - \$250.00
- Certified Mail - Current USPS certified mail rate x no. of adjacent property owner and utilities

**Master Plan (PUD, Conservation, Major, etc.):**

- Site Plan Fee - \$500.00
- Certified Mail - Current USPS certified mail rate x no. of adjacent property owner and utilities

**Waiver:**

- Waivers - \$250.00 each

*Total Fee Calculation Based on Application Type and Current Fee Ordinance:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Total

**Property Owner Notice List Certification:**

Subdivision requests heard by the Planning Commission require notice to adjacent property owners. The names and addresses of those potentially impacted property owners shall come from the most recent tax rolls of the Mobile County Revenue Department.

By signing the below, you are certifying that the property owner records provided are from the most recent tax rolls of the Mobile County Revenue Department.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Date



## Master Plan Checklist

___	Two copies of the plat (24"x36")
___	Payment in full
___	(11) 11" x 17" copies of Master Plan
___	3 labels and a photocopy of the typed labels (property owner, adjoining, across the street, applicant, and utilities served)
___	North-point, Scale limited to 1:100, Vicinity Map, and the date of preparation of the plan
___	Name and addresses of owner, designer, applicant, record of owners of land immediately adjacent to the property and utility service providers
___	Location and dimension of site improvements including pedestrian paths, streets, lanes and parking areas
___	Contours at 5' intervals
___	Existing zoning if any, and uses of contiguous land
___	Density in dwelling units per acre for residential uses
___	Size and location of all existing features including drainage channels, streams, ponds, lakes wetlands, flood zones, and other natural features
___	Landscape plan for all public areas, streetscapes, and greenspace, including location, dimension, and public pr private amenities as well as timing for completion of each amenity
___	Minimum covenants and restrictions that that will be recorded with the site plan and plat
___	Classification and mixture of all proposed building types within the site plan
___	A comprehensive narrative statement describing the proposed uses of all land, structures, and improvements, and explaining the function and operation of the sire plan as a whole
___	Site table showing total acreage, minimum lot size density per acre, number of lots, common or greenspace
___	Proposed phases of the site plan, clearly showing phase line and approximate time frames for construction of each phase