



Development Application Package (Minor Subdivision)

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 (Minor Subdivision)

Application Type:

- Minor 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.

Engineer / Surveyor:

Name of Engineer / Surveyor _____

Name of Firm _____

Address _____ State _____ Zip _____

Phone number (_____) _____

Email of Engineer/Surveyor _____

Property Information:

Physical Location of Property _____

Parcel ID _____ Key No. _____

Does this property require any other official action by the city? If so, please specify:

- Annexation Rezoning to: _____ Other: _____



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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 _____

Total Acreage _____

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.*



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Fees:

Minor Subdivision:

- Base Fee - \$200.00
- Certified Mail - Current USPS certified mail rate \$10 x no. of adjacent property owner and utilities

Waiver (only for Planning Commission cases):

- 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



Minor Subdivision Checklist

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