

# **CITY OF FAIRHOPE**

P.O. Box 429  
Fairhope, AL 36533  
(251) 928-8003



## **SUBDIVISION PLAT APPLICATION**



## **SUBDIVISION PLAT APPLICATION**

Authority: The City of Fairhope is authorized under the Code of Alabama, 1975 Title 11, Chapter 52 as amended to require that the division of land in the Corporate Limits be approved by the City in order to promote the health, safety, morals, and general welfare of present and future residents and to effect the coordinated and efficient development of the City of Fairhope.

The City also is given the authority to govern the division of land outside of Corporate Limits within certain boundaries. Land proposed to be platted or divided outside of the Corporate Limits of the City of Fairhope may require the review of the Baldwin County Engineering Department.

Conformity: All proposed subdivisions in the City of Fairhope shall conform to the approved Comprehensive Land Use Plan the requirements of the Zoning Ordinance at the time of plat application.

Responsibility of the Subdivider: The applicant shall be responsible for providing all engineering services and plans such as are required by the approved City of Fairhope Subdivision Regulations. The applicant is also responsible for providing any additional plans or engineering a required as part of plat review to ensure that the interests of both the applicant and the City are adequately protected.

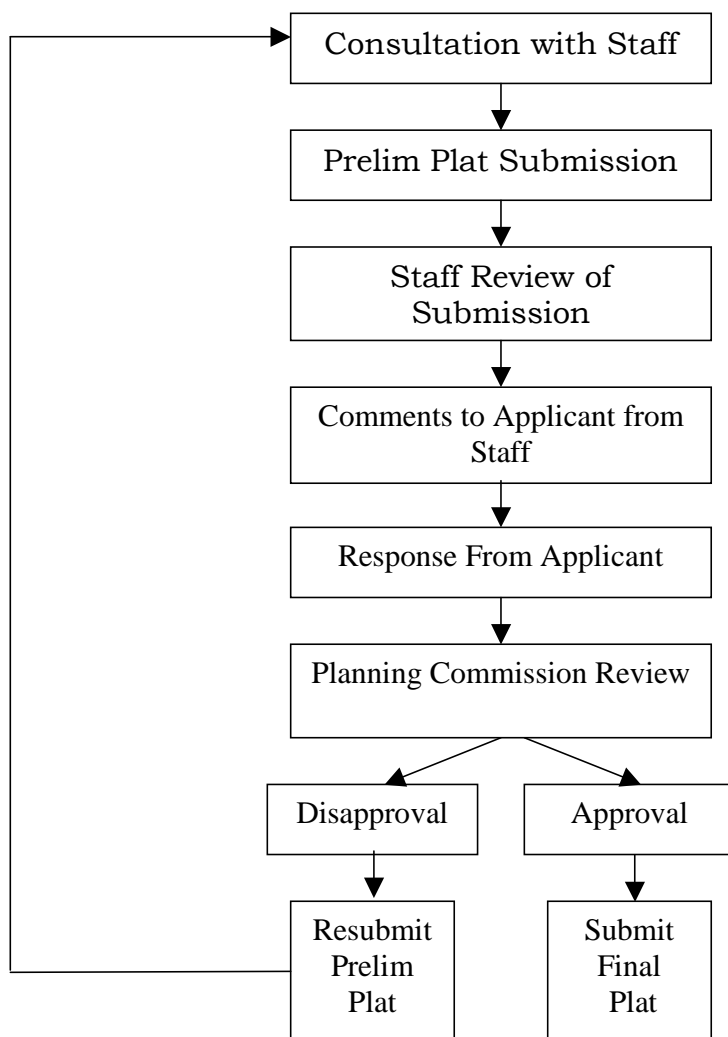
Responsibility of the City: The City shall, after approval and recording of the final Plat, receipt of maintenance bounds and other documents necessary, by resolution of the City Council accept the public streets and utilities for public maintenance.

Plat Application Submission: The plat application is not deemed submitted to the City unless all of the requirements (see attached checklist for abbreviated requirements; full requirements are included in the Subdivision Regulations) are provided at the time of application. If an incomplete application is submitted rejection or suspension of further review of the subdivision may occur.

Deadlines: The City of Fairhope wishes to expedite the subdivision process in the best and most effective manner possible. To that end, it is important that deadline times and dates are adhered to by the applicant (refer to the attached schedule for dates and times)

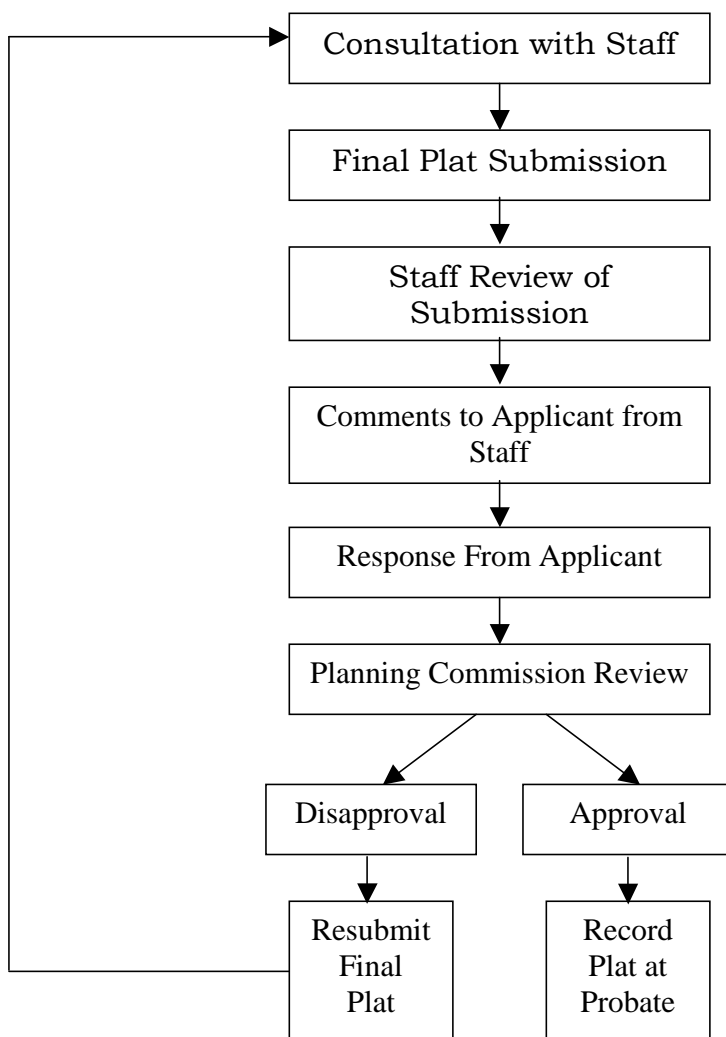


### PRELIMINARY PLAT FLOW CHART





### FINAL PLAT FLOW CHART





**APPLICATION FOR SUBDIVISION PLAT APPROVAL**

Application Type:  Village Subdivision  Minor Subdivision  Informal (No Fee)  
 Preliminary Plat  Final Plat  Multiple Occupancy Project  
Attachments:  Articles of Incorporation or List all associated investors  
Date of Application: \_\_\_\_\_

**Property Owner Information**

Name of Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed Subdivision Name: \_\_\_\_\_  
No. Acres in Plat: \_\_\_\_\_ No. Lots/Units: \_\_\_\_\_  
Parcel No: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

**Authorized Agent Information**

Plat must be signed by the property owner before acceptance by the City of Fairhope

Name of Authorized Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

**Surveyor/Engineer Information**

Name of Firm: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

Plat Fee Calculation:

**Reference: Ordinance 1269**

Signature:

I certify that I am the property owner of the above described property and hereby submit this plat to the City for review.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **Preliminary Plat Application Checklist\***

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**\*This checklist is intended for convenience purposes only.  
Refer to the Subdivision Regulations for a *complete* list of requirements.**

- 2 Copies of the Plat
- 2 Sets of construction plans
- 1 Copy of the plat in PDF format on disk
- Subdivision Application with Articles of Incorporation Attached
- Errors and Omission Insurance
- Drainage Plan (stand alone document)
- BMP Plan (stand alone document)
- Street Plan
- Pedestrian Circulation Plan
- Landscape Plan including street trees and tree preservation plan (stand alone document)
- Traffic Study, if applicable (stand alone document)
- Aerial With Topographic Overlay
- Utility plans and Profiles
- A street lighting plan
- Proof of Receipt from the County, if applicable
- Certificate of County Zoning, (must be signed and zoning of property, if any, indicated)
- Memorandum of Transmittal signed indicating County's receipt of plat/plans for development being submitted before Planning Commission.
- Flow Modeling
- Other engineering and pertinent documents: (including but not limited to Floodplain/floodway information, CLOMR, LOMR applications or correspondence, wetlands reports, and ADEM correspondence, ADEM Notifications, ALDOT correspondence, etc.)
- All applicable permits (e.g. ALDOT, ADEM, COE, etc.)

**Please note that if your site is located outside the City of Fairhope limits, but in the planning jurisdiction, the County documentation is required and your application will be considered *incomplete* without the County documentation.**



## Final Plat Application Checklist\*

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\*This checklist is intended for convenience purposes only.  
Refer to the Subdivision Regulations for a *complete* list of requirements.

- 2 Copies of the Plat
- 2 Sets of As-Builts
- 1 Copy of the Plat on PDF format on disk
- Proof of 911 approval of street names
- 1 Copy of As-Builts on GIS for Water/Sewer Department
- Water: bacteria tests, pressure test, flow test
- Sewer: video, pressure test, vacuum test
- Roads: core samples and test data
- Electric: street light invoice
- Financial Guaranty, if applicable (only after 90% complete)
- Errors and Omission Insurance
- Maintenance Bond
- Operations and Maintenance Plan for Storm Water Pond (stand alone document)
- Street Tree Plan
- Final Plans and calculations for utility layouts
- Certificate of County Engineer's approval for extra-territorial plats
- Certificate of County Zoning, (must be signed and zoning of property, if any, indicated)
- Memorandum of Transmittal signed indicating County's receipt of plat/plans for development being submitted before Planning Commission.
- Digital and/or video image, reflecting a date and time stamp, of the storm drains
- Engineer's Certificate of design conformance.

Please note that if your site is located outside the City of Fairhope limits, but in the planning jurisdiction, the County documentation is required and your application will be considered *incomplete* without the County documentation.



### CERTIFICATE OF COUNTY ZONING

To: Fairhope Planning Commission

This Zoning Certificate is issued for the subject lands the description of which has been furnished by the developer's surveyor/engineer.

_____	_____
Subdivider's Name	Name of Designer
_____	_____
Name of Development	Tax Parcel I.D. #
Location of Subdivision proposed: _____	
_____	
_____	
_____	

The subject property lies within Baldwin County Zoning District No. \_\_\_\_\_.

Zoned \_\_\_\_\_ For \_\_\_\_\_  
(Type of development)

Currently has no zoning established

Name of Chairperson for this District: \_\_\_\_\_.

\_\_\_\_\_  
By:  
For the County Zoning Officer

\_\_\_\_\_  
Date





**MEMORANDUM OF TRANSMITTAL**

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

To: Fairhope Planning Commission

Applicant certifies that submittals have been made for the following identified extra-territorial development to the Baldwin County Engineer and the County Planning Officer as evidenced by the certificate affixed below:

Name of Subdivision: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_



I, the undersigned, hereby acknowledge receipt of plat and/or plans for the proposed development named above. (Signature on this acknowledgement shall not constitute any approval of such plans whatsoever.)

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

\_\_\_\_\_  
By: For the Engineer/Planner



**CERTIFICATION OF PROPERTY OWNER NOTIFICATION LIST**  
As Required by the City of Fairhope

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Hearings on Subdivision plat applications require notification to all property owners adjacent to the proposed subdivision. This list must be the most current property owners' records available from the Baldwin County Revenue Office.

By signing below, I \_\_\_\_\_, (applicant) do hereby certify that the property owner list attached to this application was obtained from the Baldwin County Revenue Office and is a complete list of all real property owners/lessees adjacent to the property submitted from Subdivision approval.

\_\_\_\_\_  
Signature of Applicant or Authorized Agent

\_\_\_\_\_  
Date of Application