

PROCEDURE FOR CERTIFICATE TO SUBDIVIDE/CONSOLIDATE DECATUR, ALABAMA

Submit to the Decatur City Planning Department, P. O. Box 488, Decatur, AL 35602 (or deliver to 308 Cain St. NE) the following information twenty-one (21) days prior to review by the Planning Commission (next to the last Tuesday of each month):

1. Letter from owner(s) or their authorized representative requesting the subdivision (or consolidation) by Certificate (see example letter).
2. The original and two copies of the "Certificate to Subdivide/Consolidate" (see sample certificate).
3. A plat plan drawn by a registered engineer or a land surveyor if available; and a metes and bounds description from the most current abstract or deed (must include original and adjoining boundaries). **A SURVEY WILL BE REQUIRED BY THE PLANNING COMMISSION BEFORE RECORDING THE DOCUMENT.**
4. Recording and Processing Fees:

<u>No. of Pages</u>	<u>amount</u>
1	\$ 9.00
2	12.00
3	15.00
4	18.00
5	21.00
6	24.00
7	27.00
8	30.00

Certified Letters - \$4.50 per adjoining property owner (if Planning Commission requires a public hearing)

* Amount based on recording fees of \$3.00 per page, \$6.00 per instrument

5. After Planning Commission has approved the certificate and all conditions have been met, the Planning Department will record the certificate in the Office of the Probate Judge and return the original certificate to the applicant.

6. CHECKLIST

Upon submission the application will be reviewed based upon the following criteria:

1. Do all proposed lots have direct access to publicly dedicated and accepted, and opened streets?
2. Do all proposed lots have direct access to publicly dedicated and accepted water and sewer mains?
3. If public sewer main is available, do all proposed lots meet minimum standards for a private septic system according to the State of Alabama Public Health standards?
4. No public improvements, streets, drainage, water, sewer are required.
5. Preferably, a certificate should be little more than the “adjustment” of lot lines between existing lots in a platted subdivision.
6. That portion of lots fronting existing public streets, will require “formal dedication” of property as public right-of-way if such has never been granted, to be determined by the City Engineer.
7. Major existing drainage ways will require “formal dedication” of drainage easements, whose widths will be determined by the City Engineer.
8. Definition of Certificate to Subdivide:

“Any subdivision containing not more than three (3) lots fronting on an existing, improved street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or these regulations.”

Page 5, Subdivision Regulations of the City of Decatur, Alabama, Revised January 1996.