

SUBDIVISION APPLICATION PROCEDURE DECATUR, ALABAMA

A. GENERAL

The Applicant's Engineer shall submit the following required information to the Planning Department prior to the review by the Planning Commission of such layout, plan or plat for approval action. (Layout - 13 days, Preliminary - 21 days, Final - 21 days). These instructions are intended only as a guide; the Applicant's Engineer must comply with the Subdivision Regulations of the City of Decatur as amended.

B. LAYOUT (See Subdivision Regulations Sections III, IV, V, VI, VII, VIII & IX)

The following items constitute a full and complete application for layout approval:

1. Layout Approval Application
2. Sketch Plan, (25 copies) showing the following:
 - a. Name of Subdivision
 - b. Topography at five foot contour intervals
 - c. Boundary lines of the proposed subdivision
 - d. Location of all streets within the subdivision
 - e. Adjoining development: property lines, streets, water courses, etc.
 - f. Adjoining land either owned, optioned, or planned for ownership or subdivided
 - g. If more than one zoning classification is planned, indicate zoning district boundaries

C. PRELIMINARY (See Subdivision Regulations Section III, IV, V, VII, VIII & IX)

The following items constitute a full and complete application for preliminary approval:

1. Preliminary Plan Approval Application form
2. Construction plans and specifications for the following: (5 sets)
 - a. Streets
 - b. Storm Drainage
 - c. Sanitary Sewer
 - d. Signature Page
3. Preliminary Plat (25)
4. Plot Plan showing location, name and address of all adjacent landowners and names of all adjacent subdivisions.
5. Application Review Fee - \$100 + \$5.00 per lot

- e. Fee - \$4.50 per adjoining property owner for the current cost of postage for the notification by the Planning Department by "Certified Letter, Return Receipt Requested."
- f. Legal description of proposed subdivision (typed on separate sheet of paper or submitted on **a CD or formatted 3.5" diskette compatible with Microsoft word Version XP.**

D. FINAL PLAT (See Subdivision Regulations Section IV, VII, VIII and IX)

The following items constitute a full and complete application for final plat approval:

1. Final Plat Approval Application Form
2. Original and 25 copies of the final plat
3. All improvements constructed and approved by the City of Decatur; or a surety bond for 100% of the estimated cost of construction
4. Cost for all street signs paid to City Clerk (\$91.00 each).
5. You will be asked to provide two sets of "as built" construction drawings to the Planning Department prior to acceptance by the City Council