



Case No. _____

**SPANISH FORT PLANNING COMMISSION
PRELIMINARY SUBDIVISION PLAT APPLICATION**

Name of Subdivision _____		
Tax Parcel Number(s) _____		Subdivision Location _____
Total Acreage _____	Number of Lots (Units) _____	Average Lot Size _____
Current Zoning of Property _____	Water Source _____	Sewer Source _____
Name of Applicant or Owner _____		Mailing Address _____ Street Address _____ City _____ State _____ Zip Code _____
Phone Number _____		Email Address _____
Name of Engineer/Agent, if other than Applicant _____		Mailing Address _____ Street Address _____ City _____ State _____ Zip Code _____
Phone Number _____		Email Address _____

Application Fee

\$350.00 Base Fee + (_____ Lots × \$25.00) + (_____ Certified Letters × \$10.00)

Amount Paid: _____

The application fee must be submitted along with the application by the submission deadline (2nd Tuesday of each month). Postage fees are due within three (3) days of the initial informal work session. Postage fees are \$10.00 per Certified Return Receipt letter to each property owner within 300 feet of the subject property. No application will be included on the Planning Commission meeting agenda unless ALL required completed application elements and fees, including the Preliminary Plat Approval Checklist, are received by the deadline. **NO EXCEPTIONS.**

I (WE), THE UNDERSIGNED APPLICANT (OWNER), UNDERSTAND THAT PAYMENT OF APPLICATION FEES DOES NOT ENTITLE ME (US) TO APPROVAL OF THIS APPLICATION AND THAT NO REFUND OF THE APPLICATION FEE WILL BE MADE. I HAVE REQUESTED AND RECEIVED A COPY OF THE APPLICABLE SECTIONS OF THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS AND UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED PUBLIC HEARING.

Signed: _____

Date: _____



Case No. _____

**SPANISH FORT PLANNING COMMISSION
PRELIMINARY SUBDIVISION PLAT APPROVAL CHECKLIST**

Name of Subdivision: _____

Name of Applicant(s): _____

Tax Parcel No(s): _____

All applicable requirements in the Spanish Fort Subdivision Regulations, Article IV, Section D, Subsection 1, including but not limited to the following, shall be submitted no later than the **second Tuesday of the month**:

1. _____ Completed application form, including this checklist
2. _____ All applicable fees are paid (see fee schedule)
3. _____ Digital copy of legal description of the property in Microsoft Word format
4. _____ Title Policy, Opinion or Report to verify ownership
5. _____ Names and addresses of all property owners within 300 feet of subject property in Microsoft Excel format
6. _____ Letters from utility companies
7. _____ Health Department approval, if applicable
8. _____ Traffic study, if applicable (Required for subdivisions not included in a master plan with more than 30 lots)
9. _____ A copy of the transmittal to Baldwin County (ETJ only)
10. _____ Preliminary Plat which meets the following requirements:
 - a. _____ Scale not less than 1 inch = 100 feet
 - b. _____ Date, north arrow and graphic scales
 - c. _____ Vicinity map annotated as not to scale (NTS)
 - d. _____ Proposed name of the subdivision indicating the phase number, if applicable.
 - e. _____ Name, address and contact information of the owner(s)
 - f. _____ Name, address and contact information of the surveyor and design engineer
 - g. _____ Names of owners and zoning of adjacent properties
 - h. _____ Site data table indicating the following:
 - i. _____ Zoning of subject property
 - ii. _____ Total acreage of the property
 - iii. _____ Minimum Lot Size
 - iv. _____ Net density per acre
 - v. _____ Total number of lots
 - vi. _____ Average Lot Size

- vii. _____ Total Area of Common Space
 - viii. _____ Total Area of Park Space
 - i. _____ Diagram reflecting all proposed blocks and lots with all bearings and dimensions
 - j. _____ Location and dimensions of existing and proposed streets within and adjacent to the subject property, proposed street names and proof of E-911 approval
 - k. _____ Any required and/or proposed minimum setbacks and buffers
 - l. _____ Common Space and Park Space identified with a brief description of the intended use and total size
 - m. _____ Topographical contours at 1 foot intervals within 50 feet of the subject property
 - n. _____ Location of existing water courses, jurisdictional wetlands, railroads, major transmission lines, drainage structures and public utility easements on proposed subdivision and adjacent land
 - o. _____ Location and boundaries of any and all FIRM flood zones
 - p. _____ All proposed utility providers
 - q. _____ Location and description of proposed utility and drainage easements
11. _____ Construction Plans which meet the requirements of Article IV.D.1.k: of the Spanish Fort Subdivision Regulations
- a. _____ Street Plan
 - i. _____ Location of all existing and proposed streets and all right-of-ways in or adjacent to the subdivision
 - ii. _____ Width of all existing and proposed streets and all right-of-ways and easements
 - iii. _____ Typical section(s) showing location and dimensions of sidewalks and landscaping
 - iv. _____ Centerline profiles of all proposed streets with existing and finished grades at a scale of horizontal 1"=50' and vertical 1"=5', or horizontal 1"=100' and vertical 1"=10'
 - v. _____ All curb radii for street intersections
 - vi. _____ Any and all offsite improvements, i.e. turn lanes, traffic signals, etc.
 - vii. _____ Cross Sections of proposed streets at a maximum of 100 foot intervals
 - viii. _____ Stopping Site distance
 - ix. _____ Curve Data for Centerline, Delta, Tangent, Radius and etc.
 - x. _____ Location of all proposed sidewalks, ramps and grades.
 - b. _____ Utility Plan
 - i. _____ All existing and proposed utilities in or adjacent to the subdivision; and
 - ii. _____ Location of all fire hydrants.
 - c. _____ Stormwater Management Plan
 - i. _____ All surface waters, jurisdictional wetlands and FEMA flood zones;
 - ii. _____ Existing and proposed one (1) foot contours of the subject property and all adjacent right-of-ways. Elevations must be field verified.
 - iii. _____ Minimum finished floor elevations for every lot within or adjacent to a flood zone

- iv. _____ All proposed pipes, control structures, headwalls, rip-rap and junction boxes, including location, size and flow line elevations
- v. _____ Location of stormwater management facilities
- vi. _____ Detailed drawings of the control structure(s)
- vii. _____ Cross sections of each stormwater facility including dimensions, elevations and characteristics
- viii. _____ Design Q at each outfall structure; and
- ix. _____ Location of all existing drainage structures within 100 feet of proposed development.
- d. _____ Stormwater Management Design Report (8 ½" x 11")
 - i. _____ A determination that no occupied first floor elevation of any structure will be constructed below the 100-year flood elevation
 - ii. _____ If wetlands are identified on site by National Wetland Inventory, Baldwin County or Spanish Fort geographic information systems, the applicant shall submit Jurisdictional Determination acquired through an environmental scientist, a letter of "No Impact", or other permits/documents issued by the Corp of Engineers, ADEM or other applicable government agencies
 - iii. _____ Stormwater Facility Maintenance Agreement in accordance with Article V
 - iv. _____ Hydrologic – Hydraulic Study
 - 1. _____ Elevations of Pre and Post Differential Runoff;
 - 2. _____ Evaluations of Required Retention/Detention Ponds;
 - 3. _____ Pond Routing Calculations in Legible Tabulated Form;
 - 4. _____ Inlets and Gutters;
 - 5. _____ Culvert Pipes; and
 - 6. _____ Open Channel Drainage Systems.
 - v. _____ Verification of Adequacy
 - 1. _____ proof of adequacy of volume of retention for each drainage basin;
 - 2. _____ tributary (Q) peak runoff to basin;
 - 3. _____ balanced maximum outflow rate from the low-flow structure;
 - 4. _____ ratios of inflow to outflow;
 - 5. _____ sizing of the overflow facilities;
 - 6. _____ stability of dikes;
 - 7. _____ safety features;
 - 8. _____ maintenance features;
 - 9. _____ routing calculations in legible tabulated form;
 - 10. _____ A graphic illustrating the intensity and duration of runoff resulting from pre-development, post-development without stormwater management facilities and post-development with stormwater management facilities shall be submitted to illustrate compliance; and

11. _____ Projects involving complexity of design may require more documented verification.
 - e. _____ Erosion and Sedimentation Control Documentation
 - i. _____ Application for “Class 1” Land Disturbance Permit
 - ii. _____ Copy of Notice of Intent (N.O.I.) for NPDES General Permit coverage or modified active NPDES Permit
 - iii. _____ Construction Best Management Practices Plan (CBMPP) certified by QCP, including the Spill Prevention, Control and Countermeasures (SPCC) Plan submitted to ADEM
 - f. _____ Landscape Plan in accordance with Ordinance No. 543-2019
 - i. _____ Tree saving and planting plan;
 - ii. _____ Types of vegetation that will be used for stream bank(s), stabilization, erosion control, sediment control, aesthetics and water quality improvement; and
 - iii. _____ Any special requirements related to the landscaping of the drainage system and efforts necessary to preserve the natural aspects of the drainage system, including required buffers.
12. _____ Three (3) printed copies of plat and construction plans no larger than 30” x 40”
13. _____ One (1) 11” x 17” copy of plat in print
14. _____ One (1) copy of all plats, plans, reports, and other required documentation
15. _____ One (1) copy of all plats, plans, reports, and other required documentation in Portable Document Format (PDF) on **CD or Thumb Drive**