



Case No. _____

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

Name of Subdivision		
Tax Parcel Number(s)		Subdivision or P.U.D. 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

\$250.00 Base Fee + (_____ Lots x \$15.00) + (_____ Certified Letters x \$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 Minor 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 UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED HEARING.

Signed: _____

Date: _____



Case No. _____

**SPANISH FORT PLANNING COMMISSION
MINOR 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 E, Subsection 1, including but not limited to the following, shall be submitted no later than the **second Tuesday of the month** within two (2) years of Preliminary Plat approval:

1. _____ Completed application form, including this checklist
2. _____ All applicable fees are paid (see fee schedule)
3. _____ Legal description of the property in Microsoft Word format on **CD or Thumb Drive**
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. _____ A copy of the transmittal to Baldwin County (Extra-Territorial Jurisdiction only)
9. _____ Minor Plat including 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. _____ Diagram reflecting all proposed blocks and lots with all bearings and dimensions

- i. _____ Location and dimensions of existing streets within and adjacent to the subject property
- j. _____ Any required and/or proposed minimum setbacks and buffers
- k. _____ Topographical contours at 1 foot intervals within 50 feet of the subject property
- l. _____ Location of existing water courses, wetlands, railroads, streets and roads, major transmission lines, drainage structures, and public utility easements on proposed subdivision and adjacent land within 50 feet of the subject property.
- m. _____ Location and boundaries of any and all FIRM flood zones
- n. _____ All proposed utility providers
- o. _____ Location and description of proposed utility and drainage easements
- p. _____ Site data table indicating the following:
 - i. _____ Zoning of subject property
 - ii. _____ Total acreage of the property
 - iii. _____ Total number of lots
- q. _____ The following endorsements, dedications and certificates:
 - i. _____ Engineer's or Surveyor's Certificate & Affidavit
 - ii. _____ Owner's Dedication (and notary's acknowledgement)
 - iii. _____ Certificate of Approval by utility providers
 - iv. _____ Certificate of Approval by Baldwin County E-911
 - v. _____ Certificate of Approval by Baldwin County Health Department (if applicable)
 - vi. _____ Certificate of Approval by Baldwin County Coastal Area Program (if applicable)
 - vii. _____ Certification of Flood Hazard Zone
 - viii. _____ Certificate of Approval by the City of Spanish Fort Planning Commission
 - ix. _____ County Engineer Certificate (ETJ only)
- 10. _____ Three (3) printed copies of plat no larger 30" x 40"
- 11. _____ Copy of plat in Portable Document Format (PDF) on **CD or Thumb Drive**