



Case No. _____

**SPANISH FORT PLANNING COMMISSION
FINAL 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) + (_____ Lots × \$10.00 Inspection Fee) + (_____ Certified Letters × \$10.00)

Amount Paid: _____

Application fee and postage fees must be paid by Submission Deadline. Postage fees cover the cost of mailing a 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 Final 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 UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED PUBLIC HEARING.

Signed: _____

Date: _____



Case No. _____

**SPANISH FORT PLANNING COMMISSION
FINAL 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. _____ Maintenance Surety
 - a. _____ Letter requesting maintenance of improvements
 - b. _____ Project Engineer's stamped construction estimate
 - c. _____ Maintenance bond totaling 40% of the Project Engineer's stamped construction estimate to become effective at the date of acceptance of public improvements by City Council to remain in effect for a period of no less than two years, with the exception of damage and/or defects.
4. _____ Performance bond, if required, to guarantee installation of improvements
5. _____ Performance bond totaling 125% of the engineer's estimated cost for sidewalks only, guaranteeing the construction of all sidewalks within two years of final plat approval.
6. _____ Written certification by Project Engineer verifying completion of all improvements in accordance with design plans and City regulations and standards
7. _____ Address the completion of all conditions, restrictions or other requirements placed on Preliminary Plat Approval
8. _____ All requirements of the Preliminary Plat (Article IV, Section D), including the following:
 - a. _____ The following endorsements, dedications and certificates:
 - i. _____ Engineer's Certificate & Affidavit

- ii. _____ Surveyor's Certificate
 - iii. _____ Owner's Dedication (and notary's acknowledgement)
 - iv. _____ Certificate of Approval by utility providers
 - v. _____ Certificate of Approval by Baldwin County E-911
 - vi. _____ Certificate of Approval by Baldwin County Health Department (if applicable)
 - vii. _____ Certificate of Approval by Baldwin County Coastal Area Program (if applicable)
 - viii. _____ Certification of Flood Hazard Zone
 - ix. _____ Certificate of Approval by the City of Spanish Fort Planning Commission
 - x. _____ County Engineer Certificate (ETJ only)
9. _____ Operation and maintenance plan, including any deed restrictions and formation of a property owners' association detailing maintenance responsibility (if applicable)
10. _____ Maintenance and inspection agreement for all private on-site stormwater discharge control facilities in accordance with Section 11 of ORDINANCE NO. 516-2017 "Clean Water Ordinance"
11. _____ As-Built Plans including the following:
- a. _____ Location of all utility and stormwater improvements in relation to a visible above ground monument such as a fire hydrant, monuments or markers
 - b. _____ All stormwater management facilities indicating actual field verified sizes, locations, materials, elevations and grades
 - c. _____ Video of all stormwater drains and pipes documenting damage free and sediment-free structures
 - d. _____ Location and description of all monuments and corner pins
 - e. _____ Sufficient data to reproduce on-the-ground location, bearing and length of every road line, block line, boundary line and building line, etc.
12. _____ Two (2) printed copies of plat and as-built plans no larger 30" x 40"
13. _____ Digital copy of plat and as-built plans in Portable Document Format (PDF) on **CD or Thumb Drive**
14. _____ Digital copy of legal description in Microsoft Word Format on **CD or Thumb Drive**
15. _____ Copy of plat and as-built plans in shapefile or CAD format – NAD 1983 StatePlane Alabama West FIPS 0102 (US Feet) Projected Coordinate System on **CD or Thumb Drive**
16. _____ Copy of all geotechnical materials and test reports in PDF format on **CD or Thumb Drive**