

**CITY OF ARAB, ALABAMA
740 North Main Street
Arab, Alabama 35016**

Dear Developer:

Attached please find an application for submittal of a **PRELIMINARY** plat to be submitted to the City of Arab Planning Commission in accordance with the City of Arab Subdivision Regulations. This application and checklist do not take the place of the regulations themselves; and, if you are serious about submitting an application you must purchase or download a copy of the Arab Subdivision Regulations. In most cases, by now your Sketch Plat will have already been approved.

The Planning Commission meets on the 3rd. Tuesday of every month. They do not have special meetings. **THERE ARE NO EXCEPTIONS.** So, the timing of the application and drawing preparation by your surveyor and/or engineer is critical.

In order to be placed on the Planning Commission agenda a COMPLETE application and drawings (for residential subdivisions: three (3) sets of drawings; for commercial developments: five (5) sets of drawings) must be submitted to our office no later than **fifteen (15)** days prior to the meeting; Construction Plans may be submitted with Preliminary Plat, however, simultaneous review requires submission **twenty-five (25)** calendar days prior to the regularly scheduled meeting. We will not accept partial drawings. Before the application and drawings are accepted by our office, they must:

- comply with the City's subdivision regulations and development standards;
- comply with review comments by the City Engineer;
- meet all applicable state regulations;
- comply with all requirements of local utility agencies;

This application is considered part of the Subdivision Regulations. Should you have questions, please call me at (256) 586-5968.

Sincerely,

Dameon Pittenger
Building Inspector/Zoning Administrator

CITY OF ARAB, ALABAMA
APPLICATION FOR SUBDIVISION/DEVELOPMENT APPROVAL

Type of Approval: (Check one) Sketch Preliminary Final

Office Use Only: Application No. _____
 Minor Plat Date Submitted _____
 Major Plat Date of Meeting _____

Proposed Name of Subdivision/Development _____

Property Owner(s) _____

Mailing Address _____

Phone: _____ Cell: _____ Fax No. _____

Registered Surveyor _____

Firm _____ Lic. # _____

Mailing Address _____

Phone: _____ Cell: _____ Fax No. _____

Civil Engineer _____

Firm _____

Mailing Address _____

Phone: _____ Cell: _____ Fax No. _____

Phase (if any) _____ Date of SKETCH PLAT approval, if any _____

Gross Acreage of Property to be Subdivided or Combined _____ acres

If Subdivided: Total # of Lots _____ Avg. Lot Size _____ ft. by _____ ft.

Avg. Lot Size _____ sq. ft. Zoning _____

Available: City Sewer City Water Lines Electric Power Lines

Do you own land adjoining the parcel(s) being reviewed? _____

If so, will adjoining lands be subdivided later? _____

NOTE: The Preliminary Plat, Construction Plans, and Final Plat will be reviewed at the appropriate stages by the City's Consulting Civil Engineer firm prior to approval, to ensure the Subdivision Regulations are being followed. The Civil Engineer will provide a copy of all necessary corrections and recommendations to the Planning Commission and the developer on record. Also, all construction must be inspected by the City's Consulting Civil Engineer prior to being covered by additional construction.

PROPERTY OWNER CERTIFICATION

As owner(s) of the above property, I submit this application for subdivision/development approval and hereby certify that I am ultimately responsible for the information provided in this application.

I also agree not to hold the Arab Planning Commission, the City of Arab, Alabama, or its City Council liable for any information or construction inspections provided by City employees or inspectors, or by surveyor, engineers, contractors or sub-contractors employed by myself, during the design or construction of the subject subdivision.

I further certify that a qualified, licensed contractor or a registered civil engineer in my employ, will oversee the various elements of the subdivision construction, said contractor or engineer to be identified in writing prior to final approval of the PRELIMINARY PLAT.

I further certify that I am aware of the current City of Arab Subdivision Regulations, have read said regulations and will abide by them during the subdivision of the subject property. BY MY HAND AND SEAL;

SIGNATURE: _____ DATE: _____

SIGNATURE: _____ DATE: _____

SURVEYOR CERTIFICATION

As registered land surveyor identified herein, I do hereby certify that I have been employed by the above property owner(s) to survey, draw and certify the subdivision plat attached in accordance with all State and local laws and regulations. I hereby certify that I am aware of the current City of Arab Subdivision Regulations, have read said regulations and will abide by them during the subdivision of the subject property. BY MY HAND AND SEAL;

Signature Date (State Registration No.)

ENGINEERS CERTIFICATION

As registered Civil Engineer identified herein, I do hereby certify that I have been employed by the above property owner(s) to complete engineering requirements for the specified subdivision plat attached in accordance with all State and local laws and regulations. I hereby certify that I am aware of the current City of Arab Subdivision Regulation, have read said regulations and will abide by them during the subdivision of the subject property. BY MY HAND AND SEAL;

Signature Date (State Registration No.)

APPENDIX III

SUBDIVISION/DEVELOPMENT RECORD PRELIMINARY PLAT CHECKLIST

Name Of Subdivison/Development _____

Location _____

Owner _____

Address _____

Telephone _____

Agent _____

Address _____

Telephone _____

Surveyor _____

Address _____

Telephone _____

Date submitted for preliminary approval _____

CHECKLIST (Developer: Please check-mark if provided)

- _____ Deed book and page of record of the legal owner.
- _____ Date, north point, scale.
- _____ Caption – location by quarter section, township, range, city, county, state.
- _____ Acreage subdivided/combined.
- _____ Vicinity map.
- _____ Exact length and bearing of the exterior boundaries of the tract.
- _____ Location of existing physical features on the property and adjoining properties.
- _____ Names of adjacent subdivisions/developments.
- _____ Names and addresses of record owners of adjoining land.
- _____ Proposed minimum building setback lines.

- _____ Names, locations, width, dimensions of existing and proposed streets, alleys, easements, parks, rights-of-way and other open spaces, reservations, lot lines and building lines.
- _____ Dimensions and area in acres of all proposed lots and bearings of respective sides.
- _____ Lot and block numbers; smallest lot size, total number of lots.
- _____ Dimensions should be to nearest 1/100 of a foot and angles within plus or minus 5 seconds.
- _____ Profiles of streets where required; linear feet in streets.
- _____ ADEM permit applied for if greater than one acre.
- _____ Contours where required.
- _____ Zoning classifications.
- _____ Construction plans of proposed utility layouts, sewer, water, electricity, street plans, and storm drainage.
- _____ Sponsor transmits construction plans to Water, Electric, Sanitary and Health Departments for review and approval.
- _____ Conforms to general requirements and minimum standards of design.
- _____ One copy of preliminary plat retained by Planning Commission.

Approved _____ (date) for construction, subject to following modifications:

Variances granted: _____

Disapproved: _____ (date) for following reasons: _____

Signed: _____
Secretary of Planning Commission