

Preliminary Plat Application

City of Decatur, Planning & Development Department
402 Lee Street NE
Decatur, AL 35602
(256) 341-4720 / Planning@decatur-al.gov



Name of Subdivision: _____

Name of Applicant: _____ Phone: _____

Address: _____ Email: _____

Name of Owner: _____ Phone: _____

Address: _____

Engineer: _____ Phone: _____

Address: _____ Email: _____

Surveyor: _____ Phone: _____

Address: _____ Email: _____

Current Zoning: _____ Proposed Zoning: _____ Total Acreage: _____ Total Lots: _____

Any rezoning or annexation requests must be accompanied by appropriate application

Date of Pre-design/Pre-application Meeting: _____ / _____ / _____ *This is required unless specifically waived by Planner*

Is this part of a Master Plan? Yes No Name and date of most recently approved Master Plan: _____

Is this design in substantial compliance with approved Master Plan? Yes No N/A _____

Is this part of a Build-to-Rent development? Yes No

Describe the Location of Property to be Subdivided:

Will any waivers be requested? Yes No If yes, list them here and attach documentation explaining reason for request.

Note: without an approved waiver(s), you will be expected to fully comply with the Subdivision Regulations (e.g. construct sidewalks, curb & gutter, etc)

Waivers:

All plats must fully comply with the Subdivision Regulations, Public Works Manual, and other applicable codes and regulations, unless an item is explicitly waived. Failure to indicate a required item on plats or plans or incorrectly indicating a required item is not implicit permission not to comply.

It is strongly recommended that application be submitted well in advance of deadline, especially for new, large, or complex subdivisions. This will give staff time to point out needed corrections and offer any further suggestions.

I have read the above statements and warrant in good faith that I understand and will comply, and that the information submitted is true and correct.

Applicant Signature: _____ **Date:** _____ / _____ / _____

Please contact the Planning Department at (256) 341-4720 with any questions.

Preliminary Plat Application and Checklist

Name of Subdivision: _____

Name of Applicant: _____

All submissions must be on sheets no larger than 24"x36" and accompanied by appropriate application and checklist. All items must be marked as included or "N/A" if not applicable. Explain if not applicable. **Plats must be fully compliant with the Decatur Subdivision Regulations. This checklist is provided as an aid in the process.**

- _____ Name of subdivision
- _____ North arrow, graphic scale, legend, number of total lots, number of residential lots (if applicable), total acreage, date
- _____ Standard scale not less than 1"=100'
- _____ Name and address of owner
- _____ Name and address of subdivider, if different from the owner
- _____ Name and address of plat designer (must be licensed surveyor or engineer)
- _____ Names and addresses of owners of record of all adjoining or adjacent parcels of land as they appear on the current tax records; adjacent properties include across rights-of-way, bodies of water, and properties sharing a corner
- _____ Locations, widths, and purpose of proposed and existing rights-of-way and easements
- _____ Locations of existing and proposed property lines, existing buildings, water courses, and railroads within the proposed subdivision and at least 50 feet around the perimeter thereof
- _____ Location and dimensions of existing sanitary sewer and water lines, including fire hydrants. In the event the subdivision will be served by septic tanks or private wells, this should be stated on the plat
- _____ Proposed lot lines, numbers, and dimensions, including lot areas
- _____ Building setbacks
- _____ Number of Section, Township, and Range, with approximate ties to all identifiable section corners within or close to proposed subdivision
- _____ County boundary line, if in vicinity
- _____ Vicinity map showing general location of the proposed subdivision
- _____ Existing zoning
- _____ The current FEMA FIRM panel and location of any special flood hazard areas, floodway, and base flood elevation; if no flood hazard areas exist, then a statement indicating such
- _____ Contours shall be shown at intervals of not more than 5 feet. In areas where existing slope is less than 3% on one acre or more, the contour interval shall be 2 feet or less (this requirement may be waived upon request to the Planning Director or City Engineer)
- _____ Location of stormwater management facilities

Additional Required Items for Submission: mark if included

- _____ One (1) paper copies of plat
- _____ Electronic copy of plat (PDF; may be submitted via USB flash drive or emailed—we can't receive email >25mb)
- _____ Designation of Agent form
- _____ I will allow the City to place a sign on my property notifying the public of the public hearing on this plat
- _____ I understand that I (or my designated agent) must attend the Planning Commission meeting and public hearing
- _____ I understand that a Preliminary Plat shall be effective for a period of 12 months from the date of Planning Commission approval
- _____ I understand that Preliminary Plat approval is not permission to begin grading or any other site improvements
- _____ Fee(s)

I have completed the above information and warrant in good faith that it is correct and complete.

Applicant Signature: _____ **Date:** _____ / _____ / _____