



Case No. _____

**SPANISH FORT PLANNING COMMISSION
FINAL SUBDIVISION PLAT OR P.U.D. APPLICATION**

Name of Subdivision or P.U.D.		Minor Subdivision ___ YES ___ NO	
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

\$ _____ Base Fee + (_____ Lots X \$ _____) + (_____ Lots X \$ _____ Inspection Fee) + (_____ Certified Letters X \$ _____)*

**Minor Subdivision = \$100 Flat Fee*

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 UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED HEARING.

Signed: _____

Date: _____



Case No. _____

**SPANISH FORT PLANNING COMMISSION
FINAL SUBDIVISION PLAT OR P.U.D. APPROVAL CHECKLIST**

Name of Subdivision or P.U.D.: _____

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 bond, if required, to guarantee maintenance of improvements for a period of not less than two (2) years.
4. _____ Performance bond, if required, to guarantee installation of improvements
5. _____ Written certification by Project Engineer verifying completion of all improvements in accordance with design plans and City regulations and standards and any punch list items identified during final inspection.
6. _____ Address the completion of all conditions, restrictions or other requirements placed on Preliminary Plat Approval
7. _____ All requirements of the Preliminary Plat (Article IV, Section D):
 - 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)
8. _____ Operation and maintenance plan, including any deed restrictions and formation of a property owners' association detailing maintenance responsibility (if applicable)
9. _____ 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.
10. _____ Three (3) printed copies of plat and as-built plans no larger 30" x 40"
11. _____ Copy of plat and as-built plans in Portable Document Format (PDF)
12. _____ Copy of plat and as-built plans in shapefile or CAD format – NAD 1983 StatePlane Alabama West FIPS 0102 (US Feet) Projected Coordinate System
13. _____ Copy of all geotechnical materials and test reports in PDF format
14. _____ Copy of recorded version of final plat in Portable Document Format (PDF). (to be submitted upon final approval)