



Case No. _____

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

Name of Subdivision or P.U.D. _____		
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** × _____)

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 Preliminary 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 SUBDIVISION REGULATIONS AND UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED HEARING.

Signed: _____

Date: _____



Case No. _____

**SPANISH FORT PLANNING COMMISSION
PRELIMINARY 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 D, Subsection 1, including but not limited to the following, shall be submitted no later than the **second Tuesday of the month**:

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
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. _____ Traffic study, if applicable
9. _____ A copy of the transmittal to Baldwin County (ETJ only)
10. _____ Preliminary Plat or P.U.D. which meets 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. _____ Site data table indicating the following:
 - i. _____ Zoning of subject property
 - ii. _____ Total acreage of the property
 - iii. _____ Minimum Lot Size
 - iv. _____ Net density per acre
 - v. _____ Total number of lots
 - vi. _____ Average Lot Size
 - vii. _____ Total Area of Common Space

- viii. _____ Total Area of Park Space
 - i. _____ Diagram reflecting all proposed blocks and lots with all bearings and dimensions
 - j. _____ Location and dimensions of existing and proposed streets within and adjacent to the subject property, proposed street names and proof of E-911 approval
 - k. _____ Any required and/or proposed minimum setbacks and buffers
 - l. _____ Common Space and Park Space identified with a brief description of the intended use and total size
 - m. _____ Topographical contours at 1 foot intervals within 50 feet of the subject property
 - n. _____ Location of existing water courses, jurisdictional wetlands, railroads, major transmission lines, drainage structures and public utility easements on proposed subdivision and adjacent land
 - o. _____ Location and boundaries of any and all FIRM flood zones
 - p. _____ All proposed utility providers
 - q. _____ Location and description of proposed utility and drainage easements
11. _____ Construction Plans which meet the requirements of Article IV.D.1.k:
- a. _____ Street Plan
 - b. _____ Utility Plan
 - c. _____ Stormwater Management Plan
 - d. _____ Stormwater Management Design Report (8 ½” x 11”)
 - i. _____ Jurisdictional Determination
 - ii. _____ Stormwater Facility Maintenance Agreement
 - iii. _____ Hydrologic – Hydraulic Study
 - iv. _____ Verification of Adequacy
 - e. _____ Erosion and Sedimentation Control Documentation
 - i. _____ Application for Land Disturbance Permit
 - ii. _____ Copy of verified Notice of Intent (N.O.I.) for NPDES Permit coverage, if applicable
 - iii. _____ Construction Best Management Practices Plan (CBMPP) certified by QCP
 - f. _____ Landscape Plan
12. _____ Three (3) printed copies of plat and construction plans no larger than 30” x 40”
13. _____ One (1) 11” x 17” copy of plat in print
14. _____ One (1) copy of all plats, plans, reports, and other required documentation
15. _____ One (1) copy of all plats, plans, reports, and other required documentation in Portable

Document Format (PDF)