



Policy for Approval of Construction Plans

Associated with Preliminary Plats and Minor Plats Applications

The State Law of Alabama and the Subdivision Regulations of the City of Decatur require notification of adjacent property owners when there is a proposed subdivision of property. This requirement is in part so that the adjacent property owner has the opportunity to come to the Planning Commission Meeting to review the proposal application. This notification occurs when a preliminary or minor plat application is submitted.

Addressing adjacent property owner concerns at the public meeting is not possible if the City has not reviewed the construction plans, and the required revisions have not been made prior to the public hearing.

All construction plans submitted for preliminary review and minor plat approval to the Decatur Planning Commission will be required to have both the City Engineer's and Decatur Utilities Engineer's signature present on the cover sheet. The County Engineer's signature will also be required on any subdivision in the planning jurisdiction. These signatures must be obtained prior to 5 p.m. on the Friday preceding the Subdivision Committee Meeting. Failure to obtain these signatures will result in:

- 1) Adjacent property owner letters not being sent by the City; as late submittals would not be able to comply with State laws governing notice of public hearings and
- 2) Removal of the application from the Subdivision Committee agenda, and therefore, that month's Planning Commission agenda.

Plat applications that are removed from the Subdivision Committee agenda will need to be resubmitted by the applicable submission deadline for a later agenda. There will be no changes in the required submittal dates or the Planning Commission and Subdivision Committee meeting dates.

This procedure is being implemented in an effort to improve the approval process. Delays will only be experienced if the construction plans are incomplete by the deadline. Engineering firms should allow additional engineering review time for large or complex projects to avoid delays.

Please contact Engineering (256-341-4875), Decatur Utilities (256-553-1440) or Planning (256-341-4720) if you have any questions concerning this change in procedure.