



## Procedure for Minor Subdivision Plat

Submit to the Decatur City Planning Department, P. O. Box 488, Decatur, Alabama 35602 (or hand deliver to 308 Cain Street NE, Decatur, Alabama 35602) the following information twenty-one (21) days prior to review by the Planning Commission (next to the last Tuesday of each month).

The following items shall constitute a complete application for a Minor Plat:

1. A copy of the deed to the property showing the current ownership.
2. Submit 25 copies of the plat to the Planning Department 21 days prior to Planning Commission
3. Plat should include at least three (3) state plane coordinates

Coordinates are State Plane Coordinates on the North American Datum 1983, Alabama West Zone.

Point	Northing	Easting	Description
POB			
1			
2			
3			

4. Submit drainage plan or topographic map (5 sets)
5. Electronic Submission of all drawings in either .pdf format. Legal description should be submitted electronically in .docx or .pdf format.
6. Submit the application fee payable to the City of Decatur - \$100 per minor plat + \$5.00 per lot
7. Submit list of all adjoining property owners electronically to:  
[planningcommissionapplications@decatur-al.gov](mailto:planningcommissionapplications@decatur-al.gov)
8. Provide Title Opinion, prepared by a licensed Attorney, to the Planning Department once the plat has been approved and the appropriate signatures have been obtained.
9. Provide recording fee once plat has been approved. The Planning Department will notify the applicant of the amount once the plat is ready to record.

If you have any questions concerning your application, please do not hesitate to contact the Planning Department at (256) 341-4720. We are located in the City Hall Annex at 308 Cain Street NE, Decatur, Alabama.



## APPLICATION FOR MINOR SUBDIVISION

Gentlemen,

I hereby petition the City of Decatur to pass Minor Subdivision approval of the following proposed subdivision.

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Name of Subdivision: \_\_\_\_\_

### Description of Property:

Names and addresses of all adjoining property owners: (Cost of adjoining property owner notification = current cost of postage by "Certified Letter, Return Receipt Requested." multiplied by the number of adjoining property owners).

\_\_\_\_\_  
\_\_\_\_\_

Nearest street intersection: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plat \_\_\_\_\_

Metes and Bounds: \_\_\_\_\_

Drawings Attached: \_\_\_\_\_

### Zoning:

Present Zoning: \_\_\_\_\_ Required Zoning: \_\_\_\_\_

If rezoning is required, give status of change. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Supporting Data:

Existing Use of Land: \_\_\_\_\_

Proposed Use of Land: \_\_\_\_\_

Name, Title, Full Address and Phone No. of Property Owner: \_\_\_\_\_

\_\_\_\_\_



**[Application for Minor Subdivision cont.]**

Subdivision Developer/Applicant (Requested by) \_\_\_\_\_

**General Information:**

Existing Covenants: Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, please attach a copy)

Land Characteristics - Please check description that applies: \_\_\_\_\_ Flat \_\_\_\_\_ Wooded

\_\_\_\_\_ Some Swamp \_\_\_\_\_ Other

Available Community Facilities:

a. Public Schools

Elementary \_\_\_\_\_

Jr. High \_\_\_\_\_

High School \_\_\_\_\_

Decatur Fire Protection: Yes \_\_\_\_\_ No \_\_\_\_\_

Miles to nearest Fire Station: \_\_\_\_\_

Electric: \_\_\_\_\_ Decatur Utilities \_\_\_\_\_ Other (please specify)

Sanitary Sewer: Yes \_\_\_\_\_ No \_\_\_\_\_ If Yes, \_\_\_\_\_ Decatur Utilities

Other \_\_\_\_\_ (please specify)

Gas System: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, \_\_\_\_\_ Decatur Utilities

Other \_\_\_\_\_ (please specify)

Number of Residential Lots: \_\_\_\_\_

Typical Lot Width: \_\_\_\_\_

Depth: \_\_\_\_\_

Area: \_\_\_\_\_

Price Range of Lots: \_\_\_\_\_

Price Range of Dwellings: \_\_\_\_\_

Are there any assessments against this property? \_\_\_\_\_ Yes (If yes, how much?)

\_\_\_\_\_ No

I hereby certify that all changes, as agreed upon in the Minor Subdivision Approval, have been so made and that all requirements as contained up to and including Section IX of the Subdivision Regulations of Decatur, Alabama have been met.

Signature: \_\_\_\_\_