



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. Effective 11/7/22, the following fees should be remitted to the Planning Department at the time of application submission:
 - Minor Plat Application Fee \$250.00 Plus \$5 Per Lot
 - Certified Letter Fee To be Determined (Certified Letters will be sent to adjacent property owners within Decatur City limits at a cost of \$8 per letter).
2. A copy of the deed to the property showing the current ownership.
3. Submit 25 copies of the plat to the Planning Department 21 days prior to Planning Commission
4. 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			

5. Submit drainage plan or topographic map (5 sets)
6. Electronic Submission of all drawings in either .pdf format. Legal description should be submitted electronically in .docx or .pdf format.
7. Submit the application fee payable to the City of Decatur - \$100 per minor plat + \$5.00 per lot
8. Submit list of all adjoining property owners electronically to:
planningcommissionapplications@decatur-al.gov
9. 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.
10. 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: _____