



## MAJOR SUBDIVISION APPLICATION PROCEDURE

### DECATUR, ALABAMA

#### A. GENERAL

The Applicant's Engineer shall submit the following required information to the Planning Department 21 days prior to the review by the Planning Commission of layout, preliminary or final plat approval action. Electronic application may be emailed to [planningcommissionapplications@decatur-al.gov](mailto:planningcommissionapplications@decatur-al.gov). These instructions are intended only as a guide; the Applicant's Engineer must comply with the Subdivision Regulations of the City of Decatur as amended.

#### B. LAYOUT (See Subdivision Regulations Sections III, IV, V, VI, VII, VIII & IX)

The following items constitute a full and complete application for layout approval:

1. Effective 11/7/22, the following fees should be remitted to the Planning Department at the time of application submission:
  - Layout Application Fee                                       \$250.00
2. Schedule pre-design conference with Planning Department prior to submission.
3. Layout Approval Application
4. Sketch Plan showing the following:
  - a. Name of Subdivision
  - b. Topography at five foot contour intervals
  - c. Boundary lines of the proposed subdivision
  - d. Location of all streets within the subdivision
  - e. Adjoining development: property lines, streets, water courses, etc.
  - f. Adjoining land either owned, optioned, or planned for ownership or subdivided
  - g. If more than one zoning classification is planned, indicate zoning district boundaries

#### C. PRELIMINARY (See Subdivision Regulations Section III, IV, V, VII, VIII & IX)

The following items constitute a full and complete application for Preliminary approval:

1. Effective 11/7/22, the following fees should be remitted to the Planning Department at the time of application submission:
  - Preliminary 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. Preliminary Plan Approval Application form
3. Construction plans and specifications for the following to be signed off by Engineering and Decatur Utilities. Prior to submission to the Planning Department.
  - a. Streets
  - b. Storm Drainage
  - c. Sanitary Sewer
  - d. Signature Page



- e. Three (3) State Plane Coordinates
- f. Other

- 4. Preliminary Plat and five sets of civil drawings signed by the City Engineer and Decatur Utilities
- 5. Plot Plan showing location, name and address of all adjacent landowners and names of all adjacent subdivisions.
- 6. A list of the adjacent property owners in ".docx or .pdf" format including mailing address.
- 7. Legal description of proposed subdivision (typed on separate sheet of paper) and electronically in ".docx or .pdf format.

D. **FINAL PLAT (See Subdivision Regulations Section IV, VII, VIII and IX)**

The following items constitute a full and complete application for final plat approval:

- 1. Effective 11/7/22, the following fees should be remitted to the Planning Department at the time of application submission:
  - Final Plat Application Fee                      \$200.00
  - Recording fees – \$21.00 minimum OR \$1.00 per lot + \$6.00 filing fee (not to exceed \$200)
- 2. Final Plat Approval Application Form
- 3. All improvements constructed and approved by the City of Decatur; or a surety bond for 150% of the estimated cost of construction
- 4. Cost for all street signs paid to City Clerk (\$91.00 each).
- 5. Electronic files in .pdf format
- 6. Completed "title opinion" prepared by a licensed Attorney
- 7. You will be asked to provide two sets of "as-built" construction drawings to the Planning Department prior to acceptance by the City Council.



## I. APPLICATION FOR LAYOUT APPROVAL

Gentlemen:

I hereby petition the City of Decatur to pass Layout approval of the following proposed subdivision:

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

**NAME OF SUBDIVISION:** \_\_\_\_\_

### DESCRIPTION OF PROPERTY:

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

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

Drawings attached: \_\_\_\_\_

### ZONING:

Present zoning: \_\_\_\_\_ District

Required zoning: \_\_\_\_\_ District

If zoning change is required, give status of change: \_\_\_\_\_

\_\_\_\_\_  
Flood Plain zoning & current flood zone information: \_\_\_\_\_

### SUPPORTING DATA:

Existing use of land: \_\_\_\_\_

Proposed use of land: \_\_\_\_\_

Is this your entire tract or landholding in this area? \_\_\_\_\_ Yes \_\_\_\_\_ No

### OTHER INFORMATION:

Name, title, full address and phone number of:

**Property Owners:** \_\_\_\_\_

\_\_\_\_\_  
**Subdivision Designer:** \_\_\_\_\_

\_\_\_\_\_



**Requested by:** \_\_\_\_\_

**General Subdivision Information:**

A. Existing Covenants \_\_\_\_\_ Yes (if yes, attach one copy) \_\_\_\_\_ No

B. Land Characteristics (i.e., flat, wooded, some swamp)

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

C. Available community facilities and utilities

1. Public Schools (name)

Elementary \_\_\_\_\_

Middle School \_\_\_\_\_

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

2. Decatur Fire Protection \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Road Miles to Fire Station No. \_\_\_\_\_.

3. Electric \_\_\_\_\_ Decatur \_\_\_\_\_ Other (Name) \_\_\_\_\_

4. Sanitary Sewer \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Decatur \_\_\_\_\_ Other (Name) \_\_\_\_\_

5. Water System \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Decatur \_\_\_\_\_ Other (Name) \_\_\_\_\_

6. Gas System \_\_\_\_\_ Yes \_\_\_\_\_ No  
\_\_\_\_\_ Decatur \_\_\_\_\_ Other (Name) \_\_\_\_\_



Page 5  
Application for Layout Approval con't.

D. Number of Residential Lots \_\_\_\_\_  
If more than one zoning classification, please indicate number of lots in each zoning.

E. Typical Lot Width \_\_\_\_\_  
Depth \_\_\_\_\_  
Area \_\_\_\_\_

F. Price Range of Lots \_\_\_\_\_

G. Price Range of Dwellings \_\_\_\_\_

H. Are there any assessments against said property? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If Yes, how much \$ \_\_\_\_\_

I certify the above information is correct, and that all requirements as contained in the Decatur, Alabama Subdivision Regulations up to but not including Section IX have been met.

\_\_\_\_\_  
Applicant



## PRELIMINARY PLAN APPROVAL APPLICATION

Planning Commission for the  
City of Decatur, Alabama

Date \_\_\_\_\_

Gentlemen:

I hereby petition the City of Decatur to pass preliminary approval of the following plan:

**NAME OF SUBDIVISION:** \_\_\_\_\_  
\_\_\_\_\_

### DESCRIPTION OF PROPERTY:

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

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

Drawings attached: \_\_\_\_\_

Names and addresses of all adjoining property owners: \_\_\_\_\_  
\_\_\_\_\_

### ZONING:

Present zoning: \_\_\_\_\_ District

Required zoning: \_\_\_\_\_ District

If zoning change is required give status of change: \_\_\_\_\_  
\_\_\_\_\_

### SUPPORT DATA:

Was this plan given Layout approval? Yes \_\_\_\_\_ No \_\_\_\_\_

Existing use of land: \_\_\_\_\_

Proposed use of land: \_\_\_\_\_

### OTHER INFORMATION:

Name, title, full address and phone number of:

Property owners: \_\_\_\_\_  
\_\_\_\_\_

Owner's Engineer: \_\_\_\_\_



Petitioner for approval: \_\_\_\_\_

I certify the above information is correct, and that all requirements as contained in the Decatur, Alabama Subdivision Regulations up to but not including Section IX have been met.

\_\_\_\_\_  
Applicant



**FINAL PLAT APPROVAL APPLICATION**

**Planning Commission for the  
City of Decatur, Alabama**

Date: \_\_\_\_\_

Gentlemen:

I hereby petition the City of Decatur Planning Commission to grant final approval of the following plat.

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

\_\_\_\_\_

Date of preliminary approval of Planning Commission: \_\_\_\_\_

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

\_\_\_\_\_  
Applicant