

## PROCEDURE FOR CERTIFICATE TO SUBDIVIDE / CONSOLIDATE

City of Decatur, Planning & Development Department  
402 Lee Street NE  
Decatur, AL 35601  
(256) 341-4720 / [planning@decatur-al.gov](mailto:planning@decatur-al.gov)



Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

*The applicant will be the point of contact for communication with city staff*

Submit the following items to the Decatur City Planning Department a full twenty-one (21) days prior to the monthly Planning Commission meeting in Both Paper & Digital Copies.

The application may be submitted via:

- Mailed to: P.O. Box 488, Decatur, AL 35601
- Emailed to [Planning@decatur-al.gov](mailto:Planning@decatur-al.gov)
- Hand delivered to 402 Lee Street NE, 4<sup>th</sup> Floor Planning.

### Application Submission Requirements:

1. Letter of Authorization *(Required Template Attached Below)*
2. Copy of Property Deed showing Ownership
3. Originally Signed & Two Copies of the Certificate to Subdivide *(Required Template Attached Below)*
  - a. File Types Required: .docx or .pdf
4. A plat plan drawn by a registered engineer or a land surveyor; and meets and bounds description from the most current abstract or deed/
  - a. Must include original and adjoining boundaries.
  - b. A Survey will be Required by the Planning Commission before Recording the Document.
5. Certificate to Subdivide or Consolidate Application Fee for the amount of \$200.00 made out to City of Decatur.

### Upon Submission the Application will be Reviewed Based Upon the following Criteria:

1. Do all proposed lots have direct access to publicly dedicated and accepted, and opened streets?
2. Do all proposed lots have direct access to publicly dedicated and accepted water and sewer mains?
3. If public sewer main is not available, do all proposed lots meet minimum standards for a private septic system according to the State of Alabama Public Health standards?

4. No public improvements or extension of utilities, (streets, drainage, water, sewer, etc.) are required.
5. Preferably, a certificate should be little more than the “adjustment” of lot lines between existing lots in a platted subdivision.
6. That portion of lots fronting existing public streets, will require “formal dedication” of property as public right-of-way if such has never been granted, to be determined by the City Engineer.
7. Major existing drainage ways will require “formal dedication” of drainage easements, and widths will be determined by the City Engineer.
8. Definition of Certificate to Subdivide: “Any subdivision containing not more than three (3) lots fronting on an existing, improved street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or these regulations.”

Page 5, Subdivision Regulations of the City of Decatur, Alabama, Revised January 1996.

***This sample is provided to help prepare a legal document for recording. We will require an originally prepared document as part of your final submission.***

# LETTER OF AUTHORIZATION TO SUBDIVIDE OR CONSOLIDATE PROPERTY

Date\_\_\_\_\_

Decatur City Planning Commission  
P.O. Box 488  
Decatur, AL 35602

Ladies & Gentlemen:

I \_\_\_\_\_, the owner, do herewith request that the property described in the attached Certificate to Subdivide/Consolidate, be processed as stated herein.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**Phone number**

## **CERTIFICATE TO SUBDIVIDE / CONSOLIDATE**

**STATE OF ALABAMA)**

**MORGAN COUNTY )**

### **KNOW ALL MEN BY THESE PRESENTS THAT:**

The Decatur City Planning Commission does hereby certify that it has received a request from \_\_\_\_\_, the owner of the following described real estate, situated in Morgan County, Alabama, to wit:

**(Description for each unit inserted here)**

for permission to convey, hold, sell, purchase, or otherwise treat said property in \_\_\_\_ unit(s) or parcel(s) as follows, to-wit:

**(Description for each unit inserted here)**

It is further certified that the Decatur City Planning Commission has determined that the conveyance, holding, selling, purchasing, leasing and otherwise treating the said property in \_\_\_\_\_ unit(s) or parcel(s) as the subdivision of land contained in the Subdivision Regulations of the City of Decatur, and the above aforesaid is in harmony and conformity with the general requirements and minimum standards of design for described units may be conveyed without destroying the intent of said regulations and in conformity with the general requirements and minimum standards, as aforesaid, and the said Planning Commission does hereby authorize and approve the conveyance of deed, lease, mortgage, or other form of conveyance of said above described units by said owner and by any other person having an interest therein or being a successor in title thereto; provided, however, that said units as hereinabove particularly described and designated may not hereafter be conveyed without further approval of the Planning Commission, except in the footages and frontages as herein approved for the conveyance of said units and as complete units as hereinabove described.

IN WITNESS WHEREOF, the Decatur City Planning Commission has caused this certificate to be issued

and executed by its Chairman on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

DECATUR CITY PLANNING COMMISSION

BY: \_\_\_\_\_

Its Chairman

STATE OF ALABAMA)

MORGAN COUNTY )

I, \_\_\_\_\_, a Notary Public in and for said County in said State hereby certify that

\_\_\_\_\_, whose name as Chairman of the Decatur City Planning Commission is signed to the foregoing certificate and who is known to me, acknowledged before me on this day that being informed of the contents of the certificate, he, in his capacity as Chairman of the Decatur City Planning Commission executed the same voluntarily for and as the act of said Planning Commission and with full authority.

GIVEN under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC