

**CITY OF ALABASTER**

**Planning and Zoning**

**10052 Hwy 119**

**Alabaster, AL 35007**

**(Fax)205-664-6851**

**APPLICATION FOR FINAL PLAT**

The applicant shall submit a complete application, including the original drawing of the plat, done in black drawing ink, along with five (5) copies (black and white or blue line prints), two (2) 11 X17 copy and a digital copy sent to the Zoning Coordinator at the following email: anelson@cityofalabaster.com, together with any street profiles or other plans which may be required by the Planning Commission (see attached regulations). The Final Plat needs to be received at least thirty (30) days prior to the meeting in which it is to be considered. At the time of filing the Final Plat, the subdivider shall be required to pay an application fee (\$100.00) and a mailing fee to the City of Alabaster to cover the cost of processing fees incurred by the city in review of the subdivision final plat application. Also the city engineering fee cost acknowledgment form signed by responsible party should accompany application.

**OWNER / APPLICANT INFORMATION**

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers: Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Telephone Numbers: Work: \_\_\_\_\_ Cell : \_\_\_\_\_ Fax: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

1. Name of Proposed Subdivision: \_\_\_\_\_

2. Location: \_\_\_\_\_

3. Parcel I.D. Number: \_\_\_\_\_

4. Present zoning classification of property: \_\_\_\_\_

5. Number of proposed lots: \_\_\_\_\_ Number of Acres: \_\_\_\_\_
6. Does the proposed subdivision require the extension of public streets or other public improvements? \_\_\_\_\_ Yes \_\_\_\_\_ No
7. Have required public improvements been \_\_\_\_\_ constructed or will the Plat be reviewed \_\_\_\_\_ subject to an improvement Guarantee?
8. Is the Final Plat submitted pursuant to a Preliminary Plat? If so, the applicant must provide a copy of the approved Preliminary Plat.
9. Is the Final Plat a resurvey or extension of an existing subdivision? \_\_\_ Yes \_\_\_ No. If yes, the applicant must provide a copy of the approved Subdivision Plat.

If the applicant is not the owner of the subject property, the owner shall stipulate in a letter to the Commission, that the undersigned applicant is authorized to request this subdivision.

**Signatures**

*I, the UNDERSIGNED applicant, have reviewed a copy of the applicable final plat requirements as set forth in the Zoning Ordinance and Subdivision Regulations of the City of Alabaster. I understand that I must be present on the date of the hearing; the Planning Commission will not take any action on a case in which there is no one officially representing the property (owners)*

*I further understand that payment of these fees does not entitle me to approval of this request and no refund of these fees will be made. Please call (205)664-6823 if any questions arise.*

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_  
Signature of Owner / Applicant

Notary: \_\_\_\_\_ Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 .

<b>***APPLICATION WITHDRAWN***</b>	
_____	_____
Date	Signature of Owner / Applicant

**OFFICIAL USE ONLY**

**PLANNING COMMISSION DISPOSTION**

Date Filed:	Date of Notice:	Date of Hearing:
Fee Paid:	Receipt No.:	Date Paid:

Decision of Planning Commission	Approved:	Denied:

List Conditions of Approval or Reasons for Denial:

**FOLLOWING CERTIFICATIONS SHALL BE PRESENTED ALONG WITH THE FINAL PLAT:**

1. Certification showing that the applicant is the legal owner of the land, and that he formally dedicates all streets, right-of-ways, and any other sites for public use.
2. Certification by a registered surveyor of the accuracy of the survey and plat, and the placement of all required monuments.
3. Certification of approval by the Shelby County Department of Health when individual sewage disposal or water systems are to be installed.
4. Certification by the Planning & Zoning Coordinator, Building Official, and City Clerk that the subdivider has complied with one of the following alternatives:
  - a. Installed all improvements according to the requirements of these regulations, or
  - b. Posted a surety bond in an amount sufficient to assure the completion of all required improvements.
  - c. Developer shall be responsible for all street sign installation. All street signs shall be installed and in place prior to final plat approval.
  - d. The City will be responsible for all street signs after the City assumes ownership of a street. However, the City shall not be responsible for replacement of decorator or “theme” signs, post, or street lights. The City will replace all such items with standard equipment used universally by the City.