

FINAL SUBDIVISION CHECK LIST

4.4 – Prior to Final Plat Submittal to the Planning Commission

A. The applicant/developer shall submit three (3) sets of as-builts and schedule a final inspection at least 25 business days prior to the Planning Commission's regularly scheduled meeting. The subdivision infrastructure must meet all applicable regulations as outlined in the City of Foley, Alabama Manual for Design and Construction Standards and the Erosion and Sediment Control Ordinance prior to placement on the agenda

- ___ 1. The application form completed in its entirety.
- ___ 2. Basic Fee of \$150.00, plus \$20.00 per lot.
- ___ 3. 4 copies of a final plat that contains all information outlined in the Subdivision Regulations of the City of Foley and One (1) 8 ½" x 11" copy, and One (1) 11" x17" copy (scale of not more than 1 inch = 100 feet)
- ___ 4. Approved final inspection letter from the City Engineer & Environmental Manager.
- ___ 5. If Applicable, a financial guarantee for performance as reviewed by the City attorney (Maintenance or Performance Bond)
- ___ 6. Stormwater Facility Maintenance Agreement
- ___ 7. Copy of Restrictive Covenants (if applicable).
- ___ 8. If changes have been made to previously submitted as-builts, three (3) new sets of as-builts shall be submitted reflecting all changes.

***** The application shall be submitted by noon at least fifteen (15) business days prior to the Planning Commission's regularly scheduled meeting.



CITY OF FOLEY, ALABAMA
APPLICATION FOR;
FINAL

City Limit ___ ET ___

Date _____

1. Name of Subdivision _____

2. Name of Applicant _____

Phone _____

Fax _____

E-mail _____

Address _____

(Street Number and Name)

(City)

(State)

(Zip Code)

If different from above, please provide:

Contact Name _____

Phone _____

Fax _____

E-mail _____

Address _____

(Street Number and Name)

(City)

(State)

(Zip Code)

3. Owner of Record _____

Phone _____

Address _____

(Street Number and Name)

(City)

(State)

(Zip Code)

4. Engineer _____

Phone _____

Fax _____

E-mail _____

Address _____

(Street Number and Name)

(City)

(State)

(Zip Code)

5. Location of Subdivision _____

6. Total Acreage _____ Number of Lots _____

7. Parcel ID # _____ PIN # _____

8. Has the Foley Board of Adjustments granted a variance, exception, or special permit concerning this property? _____

If so, provide copy _____

9. I, _____, hereby depose and say that all the above statements and the statements contained in the papers submitted herewith are true.

Signature /Title _____

Mailing Address _____

Phone _____

Fax _____

E-mail _____

Final Plat and As-Built Development Plan Contents Checklist

- ❑ The following certifications shall be included on the plat as stated in the Appendices of the Subdivision Regulations:
 - ❑ Certification that applicant/developer is the legal owner of the land
 - ❑ Certification of formal irrevocable offer of formal dedication of streets, rights-of-way, and other sites for public use, if applicable
 - ❑ Certification of Owner's Survey of the accuracy of the plat, and of the placement of all monuments
 - ❑ Certification of Engineer of Record that improvements designed, inspected, and installed according to engineering requirements
 - ❑ Certification by the City Engineer that streets, storm drainage, and sewer utilities comply with the regulations and have been installed as represented on the plat for recording in the Office of the Probate Judge, or that the required bond is posted. The amount of the bond must equal 150% of the estimated cost of the improvements.
 - ❑ Certification from sewer, electric, gas and water companies approving utilities
 - ❑ Certification of approval to be signed by the Chairman of the Planning Commission.
 - ❑ If the subdivision does not lie within the force and effect of the Foley Zoning Ordinance, certification of approval of the Baldwin County Engineer
 - ❑ Certification for recording by the Probate Judge
- ❑ Vicinity Sketch Map
- ❑ Subdivision name; property description by section, township, and range, graphic scale; north arrow; and date
- ❑ Names, addresses, and phone numbers of owner(s), and person(s) responsible for subdivision design
- ❑ Names, location, and width of all streets and other rights-of-way within the subdivision and names of all streets adjacent to the subdivision
- ❑ Lot numbers in numerical order and house numbers for all lots
- ❑ Dimensions to the nearest one tenth of one foot, bearings of all angles to the nearest one minute, and location which can be reproduced on the ground for the following:
 - ❑ Lot lines and building setback lines
 - ❑ Boundary lines and Block lines
 - ❑ Street lines, including alleys, if present
- ❑ Location, width, and purpose of all utility and other easements
- ❑ Location and description of all monuments for lot and right-of-way boundaries
- ❑ As-built plans shall:
 - ❑ Bear the seal, signature, and registration number of the professional engineer responsible for the design
 - ❑ Reflect actual locations, dimensions, or other physical data that resulted from the construction of the subdivision, to include any deviations from the plans submitted with the preliminary plat.
 - ❑ Reflect that lot grading conforms with grading and drainage plan

Preliminary and Final Plat Certifications

The following statements shall be shown on each preliminary and final plat submitted for approval:

SURVEYOR'S CERTIFICATE AND DESCRIPTION OF LAND PLATTED

**STATE OF ALABAMA
COUNTY OF BALDWIN**

I, (name of surveyor), a licensed Surveyor of _____ County, Alabama, hereby certify that I have surveyed the property of the (name of company or proprietor), a (Corporation or proprietor), situated in Baldwin County, Alabama and described as follows:

(Insert Legal Description)

And that the plat or map contained hereon is a true and correct map showing the subdivision into which the property described is divided giving the length and bearings of the boundaries of each lot and easement and its number and showing the streets, alleys and public grounds and giving the bearings, length, width and names of the streets, said map further shows the relation of the land so platted to the Government Survey, and that permanent monuments have been placed at points marked thus (o) as hereon shown. I further certify that all parts of this survey and drawing have been completed in accordance with the requirements of the Minimum Technical Standards for the practice of land surveying in the State of Alabama to the best of my knowledge, information, and belief.

WITNESS my hand this the _____ day of _____, 20____.

Surveyor _____

Alabama license # _____

LICENSED ENGINEER'S CERTIFICATION OF IMPROVEMENTS

I, _____, a licensed Professional Engineer in the State of Alabama with a license number of _____, hereby certify that I have designed the within improvements in conformity with applicable codes and laws and with the principles of good engineering practice including the drainage design requirements of the Foley Subdivision Regulations which references the City of Foley Design and Construction Manual. I further certify that I have provided oversight of the construction to my design, and that to the best of my knowledge and belief the within is a true and accurate representation of improvements as installed.

Engineer

Date

Firm

OWNER'S DEDICATION

I/We (land owner or developer, address), as proprietor(s), have caused the land embraced in the within plat to be surveyed, laid out and platted to be known as (Subdivision Name), a part of (Section Call Out), Baldwin County, Alabama, and that the (Streets, Drives, Alleys, Easements, etc.) as shown on said plat are hereby dedicated to the use of the public.

Signed and sealed in the presence of:

Witness

Property Owner

ACKNOWLEDGMENT

**STATE OF ALABAMA
COUNTY OF BALDWIN**

I, _____, Notary Public in and for said County, in said State, hereby certify that (individual's name), whose name as (title) of the (corporation name), is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the content of the instrument, and as such officer and with full authority, executed the same voluntarily for and as the act of said corporation.

GIVEN under my hand and official seal this _____ day of _____, 20____.

NOTARY PUBLIC

OR

ACKNOWLEDGMENT

**STATE OF ALABAMA
COUNTY OF BALDWIN**

I, _____, Notary Public in and for said County, in said State, hereby certify that (owner's name), whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily for and as the act of said corporation.

GIVEN under my hand and official seal this _____ day of _____, 20____.

NOTARY PUBLIC

**CERTIFICATE OF APPROVAL BY THE
(insert name of electric, gas, water, or sewer utility)**

The undersigned, as authorized by the (name of electric, gas, water, or sewer utility) hereby approves the within plat for the recording of same in the Probate Office of Baldwin County, Alabama, this _____ day of _____, 20____.

(authorized signature)

**CERTIFICATE OF APPROVAL BY THE
COUNTY ENGINEER**

The undersigned, as County Engineer of Baldwin County, Alabama, hereby approves the within plat for the recording of same in the Probate Office of Baldwin County, Alabama, this the _____ day of _____, 20____.

County Engineer

**CERTIFICATE OF APPROVAL BY THE
BALDWIN COUNTY HEALTH DEPARTMENT**

The lot(s) on this plat are subject to approval or deletion by the Baldwin County Health Department. The approvals may contain certain conditions pertaining to the onsite wastewater treatment system(s) that could restrict the use of the lot(s) or obligate owners to special maintenance and reporting requirements. These conditions are on file with the said health department and are made a part of this plat as if set out hereon. Signed this the _____ day of _____, 20_____.

Authorized Signature

Or

The lot(s) on this plat meet the allowed exemptions to the Large-Flow Development Rules as provided in 420-3-1-.17 of the Onsite Sewage Treatment and Disposal Regulations, and the herein plat is approved for recording, this the _____ day of _____ 20_____. The signature affixed hereon does not imply an approval for any existing or future onsite sewage treatment system.

Authorized Signature

**CERTIFICATE OF APPROVAL BY THE
BALDWIN COUNTY E-911 ADDRESSING**

The undersigned, as authorized by the Baldwin County E-911 Board, hereby approves the road names as depicted on the within plat and hereby approves the within plat for the recording of same in the Probate Office of Baldwin County, Alabama, this the day of _____, 20_____.

Authorized Signature

CERTIFICATE OF APPROVAL BY THE CITY ENGINEER

The undersigned, as City Engineer of the City of Foley, Alabama, hereby approves the within plat for the recording of same in the Probate Office of Baldwin County, Alabama, this the ____ day of _____, 20____.

City Engineer

CERTIFICATE OF APPROVAL BY THE CITY OF FOLEY PLANNING COMMISSION

The within plat of (Subdivision Name), Foley, Alabama, is hereby approved by the City of Foley Planning and Zoning Commission, this the _____ day of _____, 20____.

City Planning Commission Chairman

City of Foley

Stormwater Facility Maintenance Agreement

THIS AGREEMENT, made and entered into this ____ day of _____, 20 ___, by and between (Insert Full Name of Owner) _____ hereinafter called the "Landowner", and the City of Foley, hereinafter called the "City". WITNESSETH, that WHEREAS, the Landowner is the owner of certain real property described as (Tax Map/Parcel Identification Number) _____ as recorded by deed in the land records of Baldwin County, Alabama, Deed Book _____ Page _____, hereinafter called the "Property".

WHEREAS, the Landowner is proceeding to build on and develop the property; and WHEREAS, the Site Plan/Subdivision Plan known as _____, (Name of Plan/Development) hereinafter called the "Plan", which is expressly made a part hereof, as approved or to be approved by the City, provides for detention of stormwater within the confines of the property; and

WHEREAS, the City and the Landowner, its successors and assigns, including any homeowners association, agree that the health, safety, and welfare of the residents of Foley, Alabama, require that on-site stormwater management facilities be constructed and maintained on the Property; and

WHEREAS, the City requires that on-site stormwater management facilities as shown on the Plan be constructed and adequately maintained by the Landowner, its successors and assigns, including any homeowners association.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The on-site stormwater management facilities shall be constructed by the Landowner, its successors and assigns, in accordance with the plans and specifications identified in the Plan.
2. The Landowner, its successors and assigns, including any homeowners association, shall adequately maintain the stormwater management facilities. This includes all pipes, channels or other conveyances built to convey stormwater to the facility, as well as all structures, improvements, and vegetation provided to control the quantity and quality of the stormwater. Adequate maintenance is herein defined as good working condition so that these facilities are performing their design functions.
3. The Landowner, its successors and assigns, shall inspect the stormwater management facility and submit an inspection report annually. The purpose of the inspection is to assure safe and proper functioning of the facilities. The inspection shall cover the entire facilities, berms, outlet structure, pond areas, access roads, etc. Deficiencies shall be noted in the inspection report.
4. The Landowner, its successors and assigns, hereby grant permission to the City, its authorized agents and employees, to enter upon the Property and to inspect the stormwater management facilities whenever the City deems necessary. The purpose of inspection is to follow-up on reported deficiencies and/or to respond to citizen complaints. The City shall provide the Landowner, its successors and assigns, copies of the inspection findings and a directive to commence with the repairs if necessary.
5. In the event the Landowner, its successors and assigns, fails to maintain the stormwater management facilities in good working condition acceptable to the City, the City may enter upon the Property and take whatever steps necessary to correct deficiencies identified in the inspection report and to charge the costs of such repairs to the Landowner, its successors and assigns. This provision shall not be construed to allow the City to erect any structure of permanent nature on the land of the Landowner outside of the easement for the stormwater management facilities. It is expressly understood and agreed that the City is under no obligation to routinely maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on the City.
6. The Landowner, its successors and assigns, will perform the work necessary to keep these facilities in good working order as appropriate. In the event a maintenance schedule for the stormwater management facilities (including sediment removal) is outlined on the approved plans, the schedule will be followed.
7. In the event the City pursuant to this Agreement, performs work of any nature, or expends any funds in performance of said work for labor, use of equipment, supplies, materials, and the like, the Landowner, its successors and assigns, shall reimburse the City upon demand, within thirty (30) days of receipt thereof for all actual costs incurred by the City hereunder.

8. This Agreement imposes no liability of any kind whatsoever on the City and the Landowner agrees to hold the City harmless from any liability in the event the stormwater management facilities fail to operate properly.

9. This Agreement shall be recorded among the land records of Baldwin County, Alabama, and shall constitute a covenant running with the land, and shall be binding on the Landowner, its administrators, executors, assigns, heirs and any other successors in interests, including any homeowners association.

WITNESS the following signatures and seals:

Company/Corporation/Partnership Name (Seal)

By: _____

(Type Name and Title)

The foregoing Agreement was acknowledged before me this ____ day of _____, 20____, by _____.

NOTARY PUBLIC

My Commission Expires: _____

COUNTY OF _____, ALABAMA

By: _____

(Type Name and Title)

The foregoing Agreement was acknowledged before me this ____ day of _____, 20____, by _____.

NOTARY PUBLIC

My Commission Expires: _____

Approved as to Form:

City Attorney

Date