

# MINOR SUBDIVISION CHECK LIST

(Five (5) lots or less, no infrastructure)

4.8 .....”No Preliminary Plat or engineering plans are required to be submitted for a minor subdivision. However, the subdivider should consult with the City Engineer and the City Community Development Director prior to preparation of the Final Plat. Application for Final Plat under this provision shall be filed with maps and all other requirements by noon at least fifteen days prior to a regularly scheduled Planning Commission meeting.”

- \_\_\_ 1. Letter of determination from City Engineer that property qualifies for a Minor Subdivision.
- \_\_\_ 2. The application form completed in its entirety.
- \_\_\_ 3. Basic Fee of \$250.00, plus \$30.00 per lot.
- \_\_\_ 4. 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)
- \_\_\_ 5. List of names and addresses of all adjacent property owners as they appear on the most recent Baldwin County tax records.
- \_\_\_ 6. Letters of commitment of utility services to the proposed subdivision from the appropriate water, sewer or septic, electric and gas company.
- \_\_\_ 7. Baldwin County submittal letter (extra-territorial jurisdiction area).
- \_\_\_ 8. Legal Description of property.

**\*\*\*\*\* 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;  
**MINOR**

City Limits \_\_\_ 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 \_\_\_\_\_

MailingAddress \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_



**MEMORANDUM OF TRANSMITTAL**

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

To: The City of Foley Planning Commission

Applicant certifies that submittals have been made for the following identified Extra-territorial development to the Baldwin County Engineer and the County Planning Officer as evidenced by the certificate affixed below:

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

Parcel ID # \_\_\_\_\_

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

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I, the undersigned, hereby acknowledge receipt of plat and/or plans for the Proposed development named above. (Signature on this acknowledgement shall not constitute any approval of such plans whatsoever.)

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

\_\_\_\_\_  
By: For the Engineer/Planner

# 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