

# 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)

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)**

**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