



PRELIMINARY/FINAL PLAT APPLICATION

Office use only: Rev. 072916	Date Plat Submitted:
Application Number: SDPF-	Date Project Presented:

Legibly print or type responses below. Indicate N/A or an "X" where item is not applicable.

SITE DATA

Name of Subdivision: _____

Site Location: _____

Inside of Corporate Limits: **YES/NO**

- Site Description: Section _____ Township _____ Range _____ Acres: _____
- Total Number of Lots: _____ Average Lot Size: _____ sq.ft. Overlay District: _____
- PPIN#: _____ Zoning Designation(s): _____
- List Necessary Exceptions or Modifications to Subdivision Regulations: _____
- Legal Description: _____
(where necessary, attach separate sheet with header entitled "Legal Description for [Name of Project]")
- Instrument# or Slide# of Existing Record Plat: _____
- Are new streets or other infrastructure improvements required? **YES/NO. If yes, this is the incorrect form, you need the Preliminary Plat application form.**
- Existing Utility Sources: Water [_____] Sewer [_____]
- Access to 50-ft public right-of-way? **YES/NO** Name of right-of-way _____
- Is the purpose of this subdivision to establish lots for rezoning? **YES/NO**
- If the site is in unincorporated Baldwin County, then attach proof that the plat has been submitted for County approval. Is such proof attached? **YES/NO**
- Is annexation proposed? **YES/NO**

Staged Development or Expansion of Existing Development: If this property is located within a multi-phase subdivision then a master plan is required. Either an existing master plan must be on file in Community Development or a proposed master plan must be submitted for Planning Commission approval. Is master plan attached? **YES/NO**

CONTACTS

*Name of Owner:	Phone:
*Name of Developer:	Phone:
Name of Authorized Agent:	Phone:
Name of Surveyor:	APLS License#:
Firm Name:	Phone:
City Business License# for Firm: _____	

*If an LLC or LLP, provide name of Registered Member or Agent:

The undersigned acknowledges that all information submitted is true and accurate and that the application and supplemental documents have been provided.

Signature of Owner/Authorized Agent: _____

(Date)

PRELIMINARY/FINAL PLAT SUPPLEMENT

In order to file an application for preliminary plat approval, the following items must be submitted. A transmittal letter listing the information and documents submitted shall also be provided.

- Recorded warranty deed of the subject property (proof of ownership of the property).
- Original preliminary/final plat application signed by the owner or authorized agent/representative.
- Original letter of authorization signed by the owner (not applicable if owner is filing the application).
- Fee in the amount of [\$335.00 plus (cost of certified mail per required notice letter) plus (\$20 per lot)]—check payable to “The City of Daphne.”
- Owner’s Indemnification and Maintenance Agreement Form for Detention Facilities and Common areas (if applicable).
- Adjacent property owners’ list (APO) is the list of names and addresses of all adjoining property owners, including those across a street or railroad right-of-way, as shown in the public records of Baldwin County. (Attach 1 set of mailing labels for each of the adjacent property owners outlined on the list and for the petitioner).
- Certification of APO Notification List.
- Preliminary/Final Plat Supplement.
- Preliminary/Final Plat Design Review Checklist.
- Preliminary/Final Plat 24X36.
- A letter of receipt from Baldwin County (extra-territorial jurisdiction only).
- Subdivision master plan 24 x 36. Previously approved or pending Planning Commission approval—if applicable.
- Preliminary/Final plat has been submitted to the following: (check all applicable utilities)

Belforest Water, Park City Water, Fairhope Gas, Baldwin County Sewer System,
 Riviera Utilities, Other. **Service availability letters are provided herewith? Yes/No**

Failure to deliver plans may cause your case to be postponed until a later Planning Commission hearing.

Submitted by: _____ Date: _____
Owner or Authorized Agent

Office Use Only	Date Reviewed by Planning Coordinator:
Notes:	

All plans and supplemental documents should be delivered on the deadline or before. LATE APPLICATIONS SHALL NOT BE ACCEPTED. PARTIAL APPLICATIONS WILL NOT BE PROCESSED.



CERTIFICATION OF ADJACENT PROPERTY OWNER NOTIFICATION LIST

Public hearings for zoning amendments, vacation of easements and/or rights of way, and subdivisions as provided for in the 1975 Code of Alabama (as amended) requires advance notification to adjacent property owners. The list of names and addresses shall be a current listing obtained from the Baldwin County Revenue and/or Office of the Probate Judge.

We, the owner of subject property and project engineer, do hereby certify that the attached adjacent property owners' list was obtained from the Baldwin County Revenue and/or Office of the Probate Judge and is to the best of our knowledge is a current list of all real property owners adjacent to the subject property.

ALL SIGNATURES REQUIRED

Project Civil Engineer Name (PRINT LEGIBLY)
Or Professional Land Surveyor

Registration Number

Project Civil Engineer Signature
Or Professional Land Surveyor

Date

Owner/Authorized Agent Name (PRINT LEGIBLY)

Owner/Authorized Agent Signature

Date

Attach Adjacent Property Owner (APO) List following this page.
Is the APO Attached? YES/NO



ADDITIONAL INFORMATION & CLARIFICATIONS

- ✓ **Preliminary/Final plat application** must be the originally typed and signed document. No fax copies please.
- ✓ **The Letter of Authorization** must be signed by all owners (grantees) listed on the deed. For example, if John Doe and Joe Doe own the property, then both names must be either on the application or both names must be signed on the Letter of Authorization granting the agent the right to sign the application and related documents. If property is owned by multiple owners, each owner must grant authorization to the appointed agent.
- ✓ **Articles of Incorporation** (applicable only if the property is owned by a company) or suitable documentation which lists the name of the individual legally authorized to represent that particular company. and to sign the application)
- ✓ A **recorded warranty deed** or circuit clerk's deed must be provided for each parcel within the proposed development.
- ✓ Arrangements may be made with Community Development **for inter-office delivery** of these documents; however, it is the Project manager's responsibility to follow up with each reviewing entity.