

**SATSUMA PLANNING COMMISSION**  
**APPLICATION FOR *PRELIMINARY* SUBDIVISION PLAT (PUD) APPROVAL**

**NOTE: THIS APPLICATION IS ONLY REQUIRED IF, UPON ITS REVIEW OF THE SKETCH PLAT, THE PLANNING COMMISSION DETERMINES THAT THE SUBDIVISION SEEKING APPROVAL IS CONSIDERED A "MAJOR" SUBDIVISION, AS OPPOSED TO A "MINOR" SUBDIVISION. IF THE SUBDIVISION SEEKING APPROVAL IS A "MAJOR" SUBDIVISION, THIS APPLICATION MUST BE SUBMITTED TO THE BUILDING INSPECTOR FOR THE CITY OF SATSUMA AT LEAST 15 DAYS PRIOR TO THE MEETING OF THE PLANNING COMMISSION.**

Application Number \_\_\_\_\_ Date \_\_\_\_\_

Name of Subdivision (PUD) \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

(Street or P.O. Box) (City) (State) (Zip)

Name(s) and address(es) of all Owner(s) of record: (Use back of page if more space is required.)

Name	Address

Name of Local Agent/Engineer, if other than Applicant \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

(Street or P.O. Box) (City) (State) (Zip)

Subdivision (PUD) Location \_\_\_\_\_

Total Acreage \_\_\_\_\_ Number of Lots (Units) \_\_\_\_\_

Average Lot Size \_\_\_\_\_

Water Source \_\_\_\_\_

Sewer Source \_\_\_\_\_

Owners of Adjacent Land: (Use back of page if more space is required.)

Name	Address

For the following, please check the blank if the requirement has been satisfied:

Sketch Plat was submitted to the Planning Commission pursuant to the following requirements:

- a) \_\_\_\_\_ At least 10 working days prior to a regularly scheduled meeting of the Planning Commission, the applicant submitted to the Executive Secretary of the Planning Commission (i) 8 copies of a Sketch Plat together with a sketch vicinity map and (ii) any other data conveying applicant's intentions as to the proposed layout and type of development
- b) \_\_\_\_\_ Sketch plat is drawn at an approximate scale of 1 inch to 100 feet
- c) Sketch plat shows the following items:
  - i. \_\_\_\_\_ the tentative street layout
  - ii. \_\_\_\_\_ approximate right-of-way width
  - iii. \_\_\_\_\_ lot arrangements
  - iv. \_\_\_\_\_ location of the nearest water and sewer lines (if any)
  - v. \_\_\_\_\_ water courses
  - vi. \_\_\_\_\_ existing structures
  - vii. \_\_\_\_\_ total acres
  - viii. \_\_\_\_\_ approximate number of lots
  - ix. \_\_\_\_\_ adjoining streets
  - x. \_\_\_\_\_ north point
  - xi. \_\_\_\_\_ tract boundary
  - xii. \_\_\_\_\_ provides proposed use of land
- d) \_\_\_\_\_ Sketch Plat has been approved by Planning Commission

\_\_\_\_\_ Attached to this Application is a check in the amount of \$350.00 for the Preliminary Plat Application fee + \$15.00 per lot or unit + \$6.00 per adjacent property owner.

TOTAL \$ \_\_\_\_\_

\_\_\_\_\_ Attached to this Application is a Preliminary Plat Checklist filled out and signed by both the owner(s) and Building Inspector

Signed \_\_\_\_\_  
(Name of Applicant or Agent)

SATSUMA PLANNING COMMISSION  
***PRELIMINARY PLAT CHECKLIST***

**NOTE: ANY REFERENCES HEREIN TO SECTIONS OR "REGULATIONS" REFER TO THE CITY OF SATSUMA'S SUBDIVISION REGULATIONS ADOPTED NOVEMBER 20, 2010, AS AMENDED. THIS CHECKLIST MUST BE FILLED OUT AND SIGNED BY THE OWNER(S) AND THE BUILDING INSPECTOR PURSUANT TO SECTION 3-4-1 OF THE REGULATIONS.**

Subdivision Name \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_

1. \_\_\_\_ Application form for Preliminary Subdivision Plat (PUD) Approval (hereinafter referred to as "Application") is complete. (Application forms are available at the Office of Satsuma's Building Inspector.)
2. \_\_\_\_ Application submitted to the Building Inspector for the City of Satsuma at least 15 days prior the meeting of the Planning Commission
3. \_\_\_\_ Fees paid in full with submission of Application
4. \_\_\_\_ Major Subdivision (No application for Preliminary Plat approval required if it is a Minor Subdivision)
5. \_\_\_\_ Sketch Plat has been approved by the Planning Commission
6. Application was submitted along with the following:
  - a. \_\_\_\_ 8 copies of black or blue line prints of the Preliminary Plat showing the proposed subdivision, prepared and certified by a professional engineer registered in the State of Alabama, have been submitted to the Building Inspector 15 days prior to the meeting of the Planning Commission.
  - b. \_\_\_\_ A surety bond that is in compliance with Section 7-1 of the Regulations, satisfactory to the City and City Attorney and in an amount equal to 125% of the cost, as estimated by an independent source, of installing all improvements to guarantee the actual proper and complete construction and installation of all streets, roads, drainage structures, public utilities and other improvements;
  - c. \_\_\_\_ Construction Plans that comply with Section 3-4-7 of the Regulations;
  - d. \_\_\_\_ A proposed storm water maintenance agreement (in compliance with Section 3-4-8 of the Regulations) that is acceptable to the City Engineer and City attorney;
  - e. \_\_\_\_ A proposed dedication of public improvements to be accepted by the City;
  - f. \_\_\_\_ Title report from a licensed title agency listing all persons and/or entities with an interest in the property to be subdivided;

- g. \_\_\_ Utility approval letters, as required by Section 3-4-9 of the Regulations, and any additional documents required related to utilities;
  - h. \_\_\_ IF a variance is necessary, a subdivision regulation variance application pursuant to Article VIII of the Regulations (if unnecessary, mark blank as N/A);
  - i. \_\_\_ Letter from the zoning board of adjustment evidencing its approval of any necessary zoning variances (if unnecessary, mark blank as N/A);
  - j. \_\_\_ Digital submittal of the Preliminary Plat and Construction Plans (See Section 3-4-7 of the Regulations for Construction Plan Requirements) upon request of the City Engineer (if not requested, mark blank as N/A); and
  - k. \_\_\_ Report from the owner's registered engineer showing any known man-made hazards, evidence of recent or ancient mining or quarry operations (above ground and underground), spoil areas, dump sites, existing fill and excavation, existing drainage retention or detention areas, wells, storage tanks (above ground and underground), and any historical and archeological features.
7. The following requirements are shown on the Preliminary Plat submitted with the Application pursuant to 6(a) above.
- a. \_\_\_ The plat was prepared by a registered engineer or land surveyor
  - b. \_\_\_ Clearly and legibly drawn
  - c. \_\_\_ Scale not less than 1" = 100'
  - d. \_\_\_ IF more than 1 sheet is used, each sheet is numbered in sequence
  - e. \_\_\_ Each sheet is of size deemed acceptable by for filing by the Office of the Probate Judge, but such size does not exceed 24" x 36"
  - f. \_\_\_ Names and addresses of all owners of record, the applicant if different from the owner, the registered engineer, and land surveyor
  - g. \_\_\_ Proposed name of subdivision (indicating the phase number if applicable)
  - h. \_\_\_ Date
  - i. \_\_\_ North Arrow
  - j. \_\_\_ Current boundary/topographic survey of the subdivision containing a complete legal description of the subdivision

- k. \_\_\_\_ Vicinity Map showing location of the subdivision within the surrounding area;
- l. \_\_\_\_ Topographical contours at 1 foot vertical intervals and exact boundaries of the tract of land being subdivided, with bearings shown to the nearest second of an arc and distances to the nearest hundredth of a foot;
- m. \_\_\_\_ Exact boundaries showing bearings and distances of wooded areas, marshes, other unique features affecting the site
- n. \_\_\_\_ Location and dimensions of proposed and existing streets, buildings, water courses, jurisdictional wetlands, railroads, transmission lines, drainage structures, public utilities, jurisdiction lines, and any public utility easements on the tract being subdivided and on any adjacent land within 100 feet of the tract being subdivided
- o. \_\_\_\_ IF any private roads shown, a provision stating that the City of Satsuma shall not be responsible for maintaining private roads (if none, mark the blank as N/A)
- p. \_\_\_\_ A provision that the City of Satsuma shall not be responsible for maintaining storm water management facilities including retention and detention ponds, ditches, drains, and other approved types of storm water management infrastructure
- q. \_\_\_\_ Proposed and existing street names and proof of E-911 approval
- r. \_\_\_\_ Proposed and existing rights-of-way or easements including location, widths, purposes, and the dimension from centerline of all existing rights-of-way to the subdivision boundary
- s. \_\_\_\_ Proposed lot lines and blocks with bearings to the nearest second of an arc and distances to the nearest hundredth of a foot as well as lot and block numbers
- t. \_\_\_\_ A lot data box, as shown in Section 3-4-6 (12) of the Regulations
- u. \_\_\_\_ Minimum building setback lines
- v. \_\_\_\_ Accurate outlines and descriptions of any areas to be dedicated or reserved for public use with the purpose indicated thereon, any areas to be reserved for common use of all property owners, along with a brief description of its intended purpose, and any proposed open spaces;
- w. \_\_\_\_ All proposed utility providers

- x. Site data:
  - i. \_\_\_ Total acreage of property to be subdivided;
  - ii. \_\_\_ Minimum lot size;
  - iii. \_\_\_ Total number of lots;
  - iv. \_\_\_ Linear feet in streets;
  - v. \_\_\_ Zoning of the property and the adjacent property;
  - vi. \_\_\_ Area of common space and park space;
  
- y. \_\_\_ Any area in or within 100 feet of the proposed subdivision subject to inundation by the 100-year flood as defined herein, or subject to periodic inundation by storm drainage overflow or ponding
  
- z. \_\_\_ IF all or any part of the proposed subdivision lies within an existing flood hazard zone as indicated on the latest Flood Insurance Rate Map (FIRM) for the area, a statement to that effect should be written on the Preliminary Plat and on the Final Plat
  
- 8. \_\_\_ The Preliminary Plat provides for the development of the streets, lots, blocks, drainage features, and improvements shown therein will comply with all applicable requirements provided in Articles IV-VII of the Regulations.

Signatures:

Building Inspector: \_\_\_\_\_ Print: \_\_\_\_\_

Owner(s): \_\_\_\_\_ Print: \_\_\_\_\_

\_\_\_\_\_ Print: \_\_\_\_\_

\_\_\_\_\_ Print: \_\_\_\_\_