

APPENDIX A

Sketch Plat Requirements

Preliminary Plat Application Requirements

Final Plat Application Requirements

Includes the following Amendments:

Resolution No. 2016-02 in regards to ADA Compliance

Resolution No. 2018-01 in regards to regulating utility availability

Resolution No. 2023-01 various amendments

SKETCH PLAT REQUIREMENTS*

- Proposed name of subdivision
- Name, address of owner
- Name, address and registration of designer
- Vicinity map at a scale of not more than 1 inch = 2,000 ft
- Boundaries, dimensions and acreage of proposed subdivision
- Location of existing property lines, easements, rights-of-way, and street names
- Location of watercourses, floodplains and drainage swales
- Current land use and zoning
- Approximate topography appropriate for consideration
- Approximate location, sizes and elevations of existing sewers, water mains, storm sewers, inlets, culverts, structures and utilities on or adjacent to the site
- Approximate layout of utilities and fire hydrants
- Approximate layout and widths of existing and proposed streets
- Approximate lot layout with dimensions, setbacks and areas of proposed and existing lots
- Approximate location and dimensions of any land to be dedicated or reserved for parks, schools, or other public uses or facilities
- Approximate location and dimensions of common areas and facilities
- Approximate location and type of any structures on the land

* Not all of the above information will apply to Minor Subdivisions when a Sketch Plat is required. In such instances, the submittal should indicate any information deemed "not applicable."

(Resolution 2023-01, 04-13-23)

PRELIMINARY PLAT APPLICATION REQUIREMENTS

- Vicinity Map at a scale of not more than 1 inch = 2,000 ft, including:
 - Boundaries of the subdivision
 - Existing street network with arterial and collector streets labeled
 - Community facilities (shopping areas, schools, parks, hospitals, churches) adjacent to the proposed development
- Preliminary Plat at a scale of not more than 1"=100' (max. sheet size 24"x36") including:
 - Location and proposed name of subdivision
 - Names and addresses of owner and designer
 - North point, graphic scale, and date
 - Boundary line of proposed subdivision (with reference to established Section, Township and Range Lines) and amount of acreage to be subdivided
 - Names of adjacent subdivisions
 - Names and addresses of owners of abutting parcels as they appear on current tax records
 - Areas subject to periodic inundation by storm drainage, overflow, or ponding
 - Current land use and zoning of the site and all contiguous properties
 - Contours at five (5) ft intervals for slopes over fifteen (15%) and at two (2) ft intervals for slopes less than fifteen (15%), tied to USGS-MSL datum
 - Street plan including:
 - location and name of all existing and proposed streets within the subdivision and adjacent to it
 - widths of existing and proposed rights-of-way
 - right-of-way, location and width of any street indicated in the Major Street Plan
 - blocks and lots with approximate dimensions and building setback lines
 - location, width, and purpose of all easements
 - location, acreage and dimension of land to be dedicated or reserved for parks, schools, open space or other public use
 - Any portion of the land included in, or immediately adjacent to, the proposed subdivision located within a floodway or in a "special Flood Hazard Area", as depicted on the Federal Emergency Management Agency's "Flood Hazard Boundary Map" shall be shown on the preliminary plat as accurately as possible
 - locations, dimensions, cross slopes and grades of sidewalks, pedestrian street crossings, pedestrian signals and other facilities for pedestrian circulation, traffic and use
- Engineering Plan. The engineering plan may include only the portion of the approved Preliminary Plat, which the subdivider proposes to develop at that time and shall be prepared by a Registered Engineer and shall show accurately, and in sufficient detail for their construction or installation, the design of all proposed improvements, including but not limited to the following:

City of Gardendale Subdivision Regulations

- profiles of existing and proposed grades, including extensions beyond the limits of the proposed subdivision
- typical cross-section, plan, and profile of all proposed streets, sidewalks and trails, including all street markings and traffic control signs
- location, sizes, and elevations of existing and proposed sanitary sewer lines and facilities to include the sanitary sewer providers letter of availability for sanitary sewer service. Any stipulations and/or special requirements by the sanitary sewer provider shall be clearly identified and included on the plans (i.e., residential sewer pumps, sewer lateral size, sewer mains, etc.). Prior to issuance of a permit, the Developer and /or Engineer shall provide a copy of the stamped approved sanitary sewer plans.
- location and sizes of existing and proposed water lines to include the BWWB letter of availability for water service. Any stipulations and/or special requirements by BWWB shall be clearly identified and included on the plans (i.e., minimum water service line sizes, residential water booster pumps, etc.). Prior to issuance of a permit, the Developer and /or Engineer shall provide a copy of the BWWB Developer Installed Extension of Mains Agreement.
- a fully engineered drainage plan, designed for a 100-year rain event, 24-hour storm with: pipe sizes, locations and areas to be drained, locations of all drainageways, culverts, headwalls, and other drainage facilities
- Construction Traffic Control Plan indicating all measures to be taken to assure safe, uniform flow of traffic on all public rights-of-way impacted during construction
- Traffic Control Plan indicating all signs, devices, and markings to be installed for control of traffic (after construction)
- Access Plan showing driveway locations and/or spacing criteria in relation to existing and proposed streets, alleys, other driveways, above ground utilities, drainage structures and fire hydrants and width and length of acceleration/deceleration and/or turn lanes

(Resolution 2018-01, 07-12-18)

(Resolution 2023-01, 04-13-23)

FINAL PLAT APPLICATION REQUIREMENTS

- Certifications (see Appendix B)
 - Certification showing that the subdivider is the legal owner of land, and that he formally dedicates all street rights-of-way, and any other sites for public use
 - Certification by a registered surveyor that all parts of this survey and plat have been prepared in accordance with the current requirements of the “Standards of Practice for Surveying in the State of Alabama”
 - Certification by the Engineer of record that all improvements have been constructed in accordance with the approved Preliminary Plat
 - Certification of approval by the entity providing sanitary sewer services or by Jefferson County Health Department
 - Certification that the subdivider has complied with one of the following alternatives:
 - Installed all improvements according to the requirements of these regulations, or
 - Posted a Performance Bond in the amount of 150 percent of the cost of required improvements
 - Certification of approval by Commission
 - A Certification from the City Clerk indicating that sufficient bond has been posted
- Final Plat at a scale of not more than 1”=100’ (max. sheet size 24”x36”) including:
 - Location and name of subdivision
 - Name and address of owner and designer
 - North point, graphic scale and date
 - Boundary line of proposed subdivision with reference to established Section, Township and Range Lines or to a recorded subdivision
 - Names of adjacent subdivisions
 - Location, width, and name of all streets, alleys and other rights-of-way
 - Location of all blocks and lot lines with all lot numbers in numerical order
 - Building setback lines along each street
 - Location, dimensions, and purpose of all easements
 - Location and size of all drainageways
 - Location and description of all monuments and iron pins
 - If sewer, add paragraph for sanitary sewer provider
 - Any portion of the land included in, or immediately adjacent to, the proposed subdivision located within a floodway or in a “Special Flood Hazard Area”, as depicted on the Federal Emergency Management Agency’s “Flood Hazard Boundary Map” shall be shown on the preliminary plat as accurately as possible
 - Locations, dimensions, cross slopes and grades of sidewalks, pedestrian street crossings, pedestrian signals and other facilities for pedestrian circulation, traffic and use
 - Reference to adjoining subdivision plats by plat book and page number

City of Gardendale Subdivision Regulations

(Resolution 2016-02, 12-08-16)

(Resolution 2023-01, 04-13-23)

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APPENDIX B: CERTIFICATES

FORM 1 - CERTIFICATE WITH NO MORTGAGE

STATE OF ALABAMA
 COUNTY OF JEFFERSON

The undersigned _____, a Registered Land Surveyor in the State of Alabama, and _____, owner, hereby certify that this plat or map was made pursuant to a survey made by said surveyor and that said survey and this plat or map were made at the instance of said owner; that this plat or map is a true and correct map of lands shown therein and known as _____, showing the subdivisions into which it is proposed to divide said lands, giving the length and angles of the boundaries of each lot and its number, showing the streets, alleys and public grounds, giving the length, width and name of each street, as well as the number of each lot and block, and showing the relations of the lands to the government survey or to an adjacent recorded subdivision ; and that iron pins have been installed at all lot corners and curve points as shown and designated by small open circles on said plat or map. Said owner(s) dedicates street, alleys, public grounds and easement as shown by said plat or map. Said owner(s) also certifies that he (they) is (are) the owner(s) of said lands and that the same are not subject to any mortgage. Said surveyor also certifies that all parts of this survey and plat or map were prepared in accordance with the current requirements of the Standards of Practice for surveying in the State of Alabama to the best of my knowledge, information and belief.

Signatures and notary’s for surveyor and owner(s)

FORM 2 - CERTIFICATE WITH MORTGAGE

STATE OF ALABAMA
 COUNTY OF JEFFERSON

The undersigned _____, a Registered Land Surveyor in the State of Alabama, and _____, owner, hereby certify that this plat or map was made pursuant to a survey made by said surveyor and that said survey and this plat or map were made at the instance of said owner; that this plat or map is a true and correct map of lands shown therein and known as _____, showing the subdivisions into which it is proposed to divide said lands, giving the length and angles of the boundaries of each lot and its number, showing the streets, alleys and public grounds, giving the length, width and name of each street, as well as the number of each lot and block, and showing the relations of the lands to the government survey or to an adjacent recorded subdivision; and that iron pins have been installed at all lot corners and curve points as shown and designated by small open circles on said plat or map. Said owner(s) also certifies that he (they) is (are) the owner(s) of said lands and that the same are not subject to any mortgage except a mortgage held by _____. Said owner(s) and said mortgagee dedicates street, alleys, public grounds and easement as shown by said plat or map. Said surveyor also certifies that all parts of this survey and plat or map were prepared in accordance with the current requirements of the Standards of Practice for surveying in the State of Alabama to the best of my knowledge, information and belief.

Signatures and notary’s for surveyor, owner(s) and office of mortgage company

FORM 3 - CERTIFICATION OF THE APPROVAL OF WATER AND SEWERAGE SYSTEMS

I hereby certify that the signing of this Acknowledgement Statement by the Jefferson County Health Department does not constitute approval of any Lot here on for installation of "In Ground Septic Disposal System". Such approval must be obtained by submitting an individual plot plan for the respective approval or denial of same.

_____, 20_____

Jefferson County Department of Health
(For Recording Purposes Only)

FORM 4 – CERTIFICATE OF APPROVAL FOR RECORDING

I hereby certify that the plat for _____ subdivision has been found to comply with the Subdivision Regulations for Gardendale, Alabama, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission, and that it has been approved for recording in the Office of the Probate of Jefferson County.

_____, 20_____

Chairman, Planning Commission

Mayor, City of Gardendale

FORM 5 – SUBDIVISION AGREEMENT/PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, _____, as Principal and the undersigned Surety, are held and firmly bonded unto the City of Gardendale, Alabama, hereafter called City, in the full sum _____ Dollars (\$ _____), for the payment of which, well and truly to be made, we, and each of us, bind ourselves jointly and severally, by these presents.

Dated this _____ day of _____, A.D., 20 _____.

The conditions of this obligation are such that,

WHEREAS, PRINCIPAL has submitted to the Planning Commission a Preliminary Plat for subdivision described as follows: _____.

AND, WHEREAS, PRINCIPAL has, pursuant to the Subdivision Regulations of the city of Gardendale, elected to file this bond in lieu of actual completion of improvements and utilities in the above subdivision.

NOW, THEREFORE, if the PRINCIPAL shall, within one (1) year from the date of approval of the Final Plat of the subdivision, faithfully install complete improvements and utilities in the subdivision according to the requirements or ordinances, approved plans, specifications, subdivision rules and regulations of the City and pay all bills for contractors, subcontractors, labor and materials incurred in completion thereof; and shall hold harmless and indemnify the City and all interested property owners against liability, loss or damage by reason of failure of PRINCIPAL to faithfully perform the conditions hereof, then this obligation shall be null and void, otherwise to remain in full force and effect; PROVIDED, however, that actions upon this bond by contractors, subcontractors, laborers, or materialmen shall be limited to six months from and after completion of the improvements and utilities above referred to.

Signed, sealed, and delivered the day and year first above written.

PRINCIPAL

ATTEST:

_____ By: _____

Approved as to form and legality this _____ day of _____ A.D., 20 ____.

Attorney

Approved by the City Council of the City of Gardendale this _____ day of _____, A.D., 20 _____.

ATTEST:

Clerk

Mayor

FORM 6 - CERTIFICATE OF CITY CLERK

CERTIFICATE OF CITY CLERK: I, _____, Clerk of the City of Gardendale, State of Alabama, hereby certify that I have examined the records of the said City and find that all deferred payments or unmatured installments upon special assessments have been paid in full, and that there is no special assessment procedure now pending against the land as shown on the plat of _____ (name of subdivision).

Dated this _____ day of _____, 20 ____.

Clerk

Witness

(Resolution 2023-01, 04-13-23)

APPENDIX C

Standard Street Cross Sections

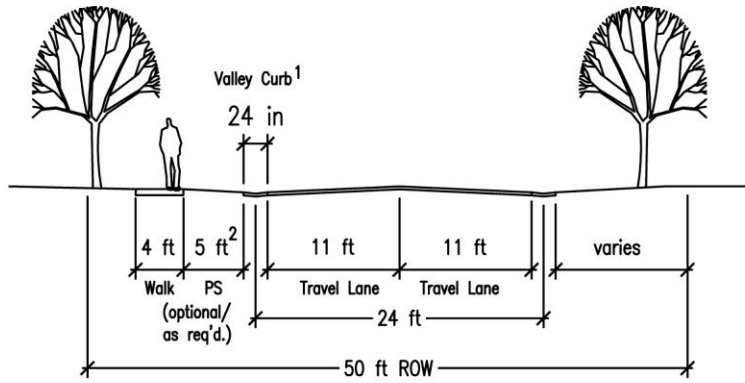
- Low Density Residential Local and Collector
- Medium Density Residential Local and Collector
- High Density Residential Local and Collector
- Nonresidential (Commercial and Mixed Use) Local and Collector
- Industrial Access

Turnarounds

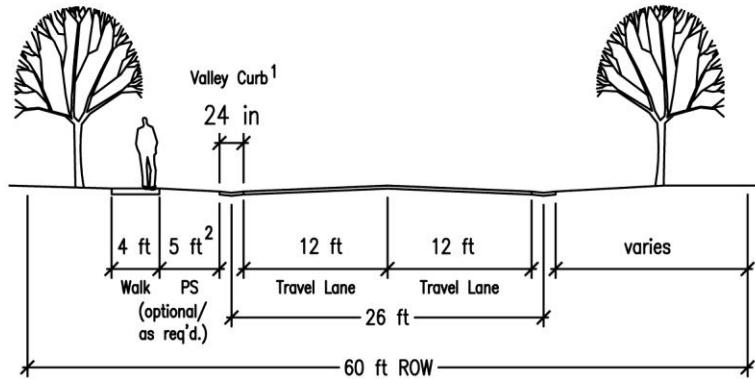
- Standard Cul-de-Sac
- Hammerhead “L” Turnaround
- Hammerhead “T” Turnaround (for streets 28 ft and wider)
- Hammerhead “T’ Turnaround (for streets less than 28 ft)

Driveways

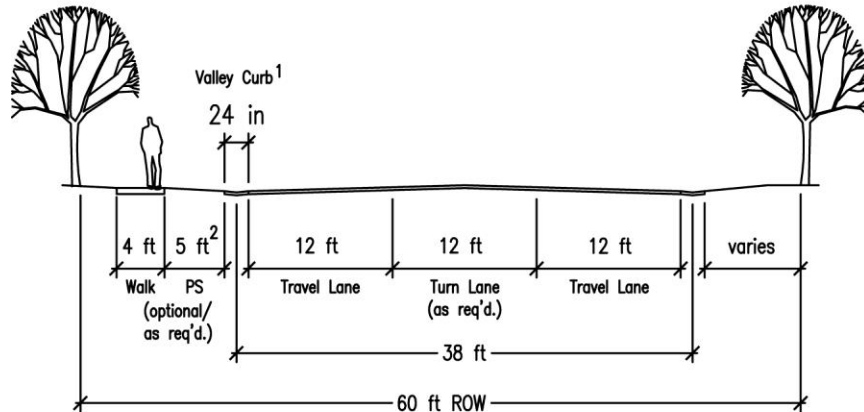
- Residential driveway, local street (curb return)
- Residential driveway, local street (flare)
- Multifamily/Nonresidential driveway, Local Street (one-way access)
- Multifamily/Nonresidential driveway, Local Street (two-way access)
- Multifamily/Nonresidential driveway, Collector Street (median-separated access)



Low Density Residential
Local Street



Low Density Residential
Collector Street

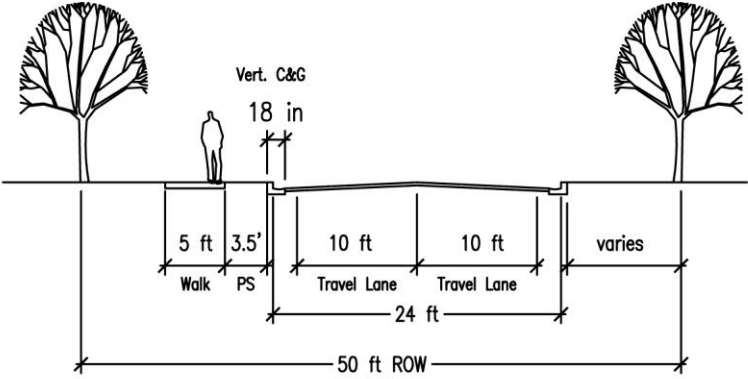


Low Density Residential
Collector Street with Turn Lane

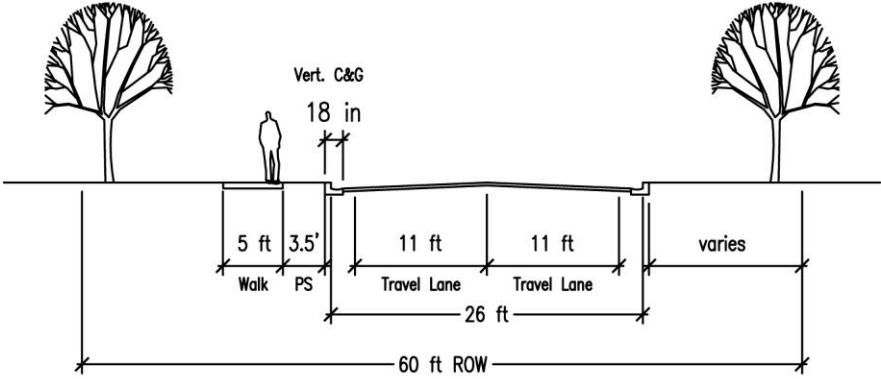
¹ Vegetative swale may be substituted for valley curb and planting strip.

² Planting strip may be reduced to 3.5 ft when vertical curb and gutter is used.

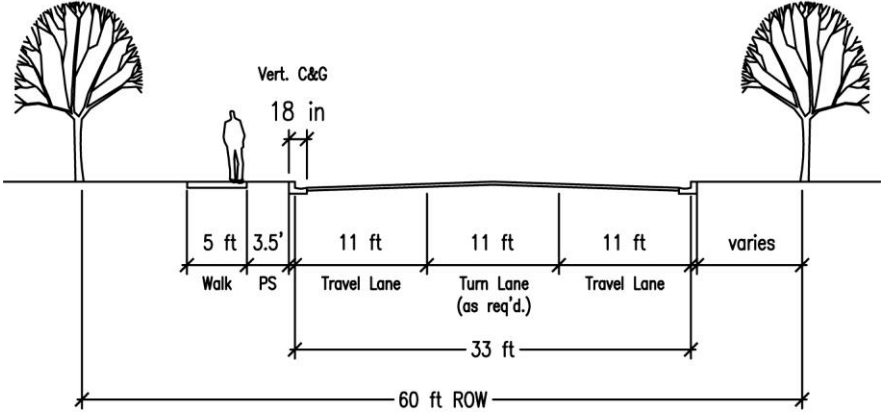
Figure C-1 Low Density Residential Streets



Medium Density Residential Local Street

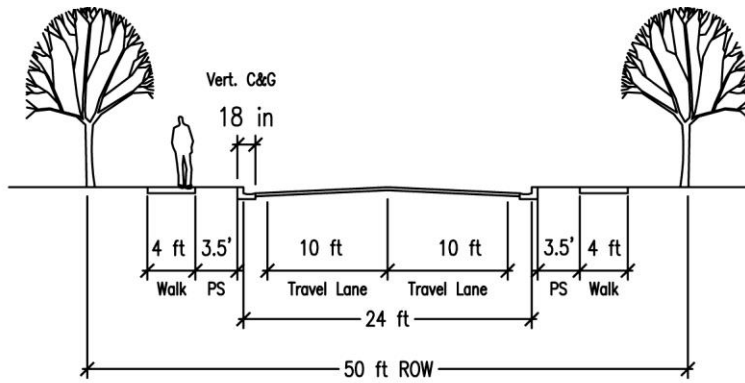


Medium Density Residential Collector Street

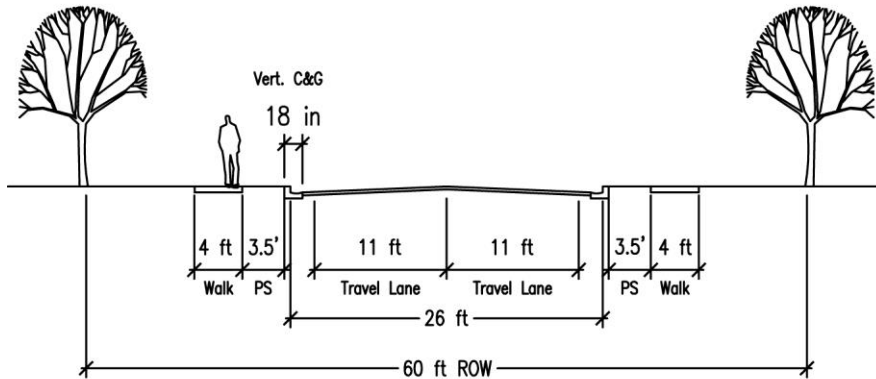


Medium Density Residential Collector Street with Turn Lane

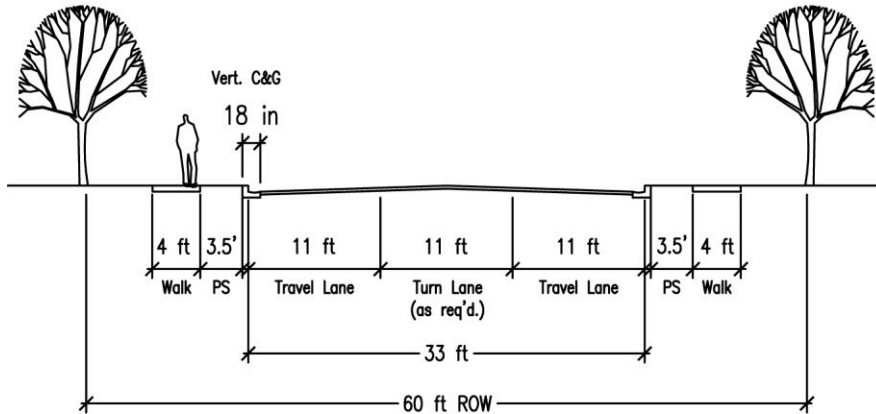
Figure C-2 Medium Density Residential Streets



High Density Residential
Local Street



High Density Residential
Collector Street



High Density Residential
Collector Street with Turn Lane

Figure C-3 High Density Residential Streets

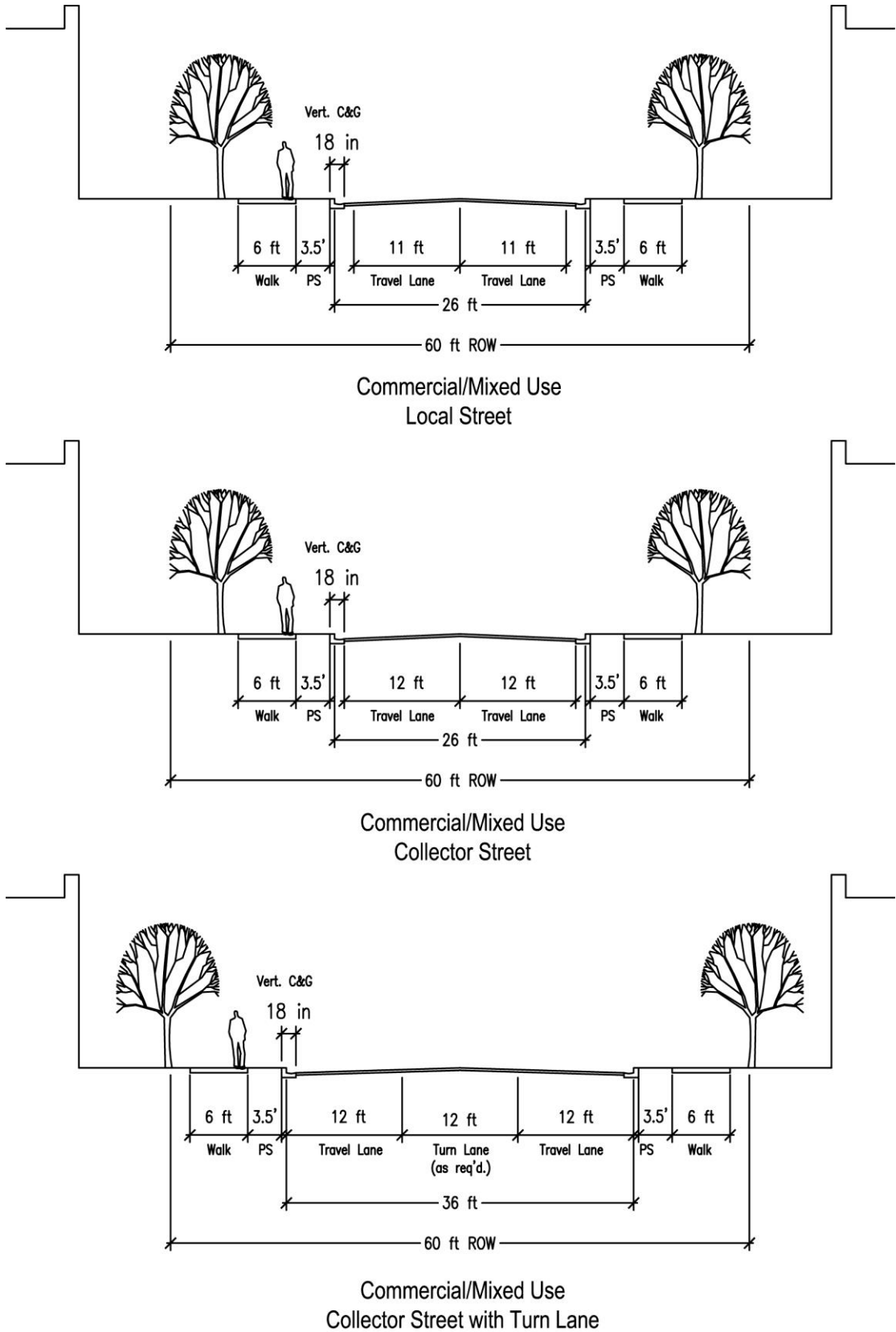


Figure C-4 Commercial/Mixed Use Streets

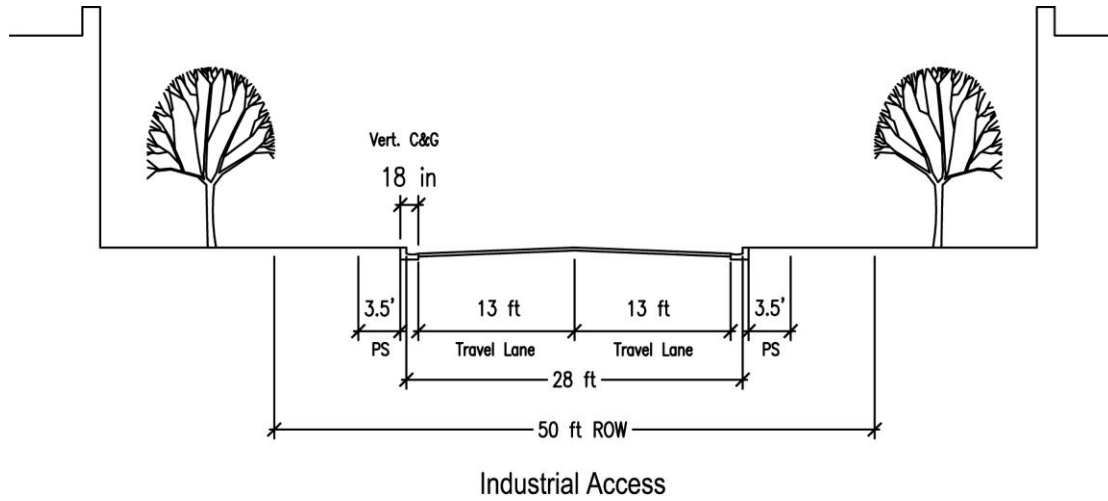


Figure C-5 Industrial Access Street

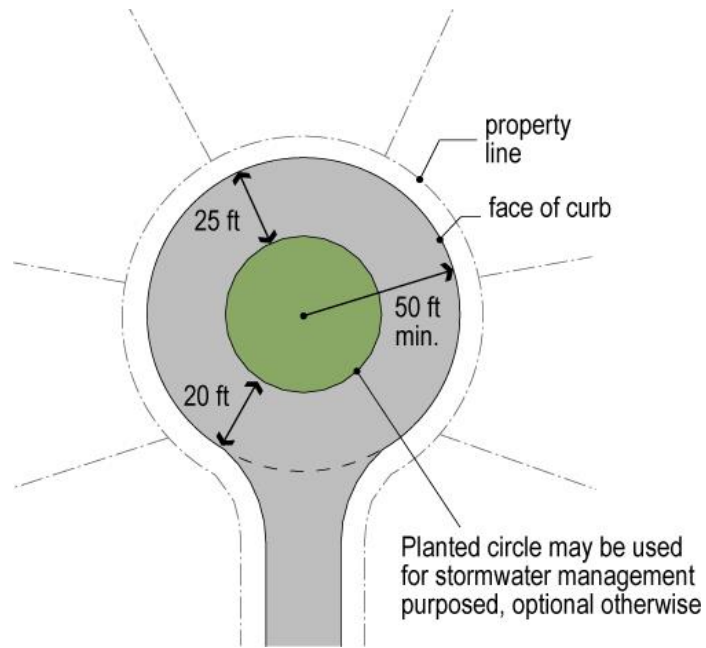


Figure C-6 Cul-de-sac

Hammerhead Turnarounds. For streets of twenty-eight (28) feet or greater width, hammerhead “L” and “T” turnarounds shall be designed in accordance with Figure C-7 and Figure C-8 respectively. For streets less than twenty-eight (28) feet wide, hammerhead turnarounds shall be designed in accordance with Figure C-9.

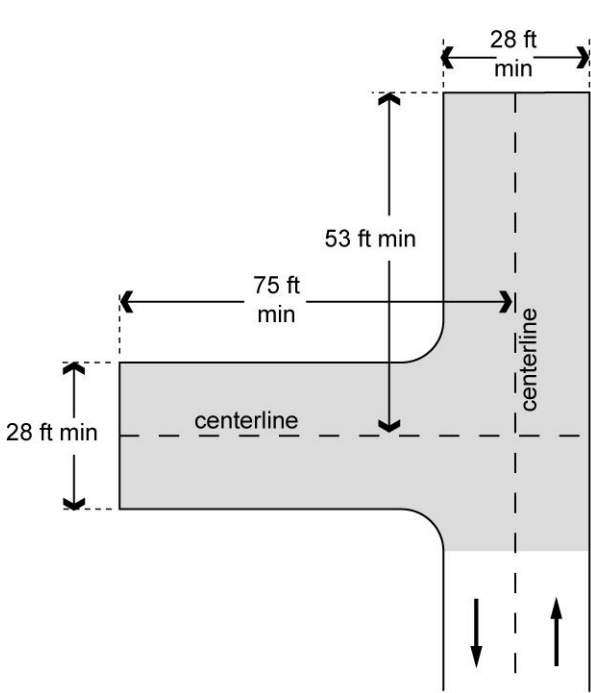


Figure C-7 Hammerhead “L” turnaround

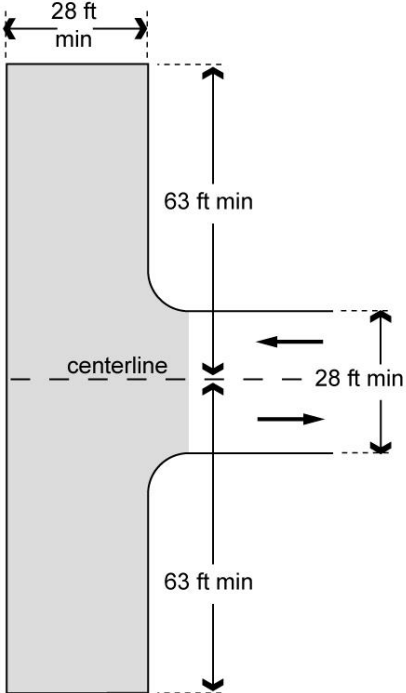


Figure C-8 Hammerhead “T” turnaround

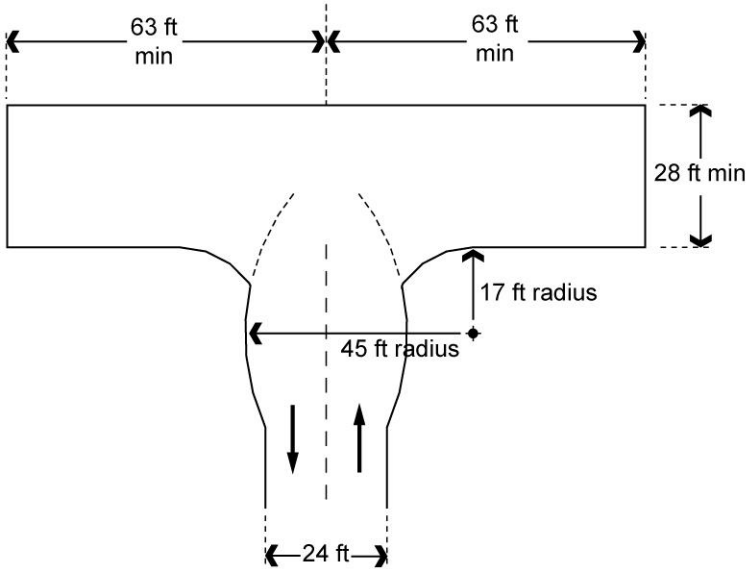


Figure C-9 Hammerhead “T” turnaround

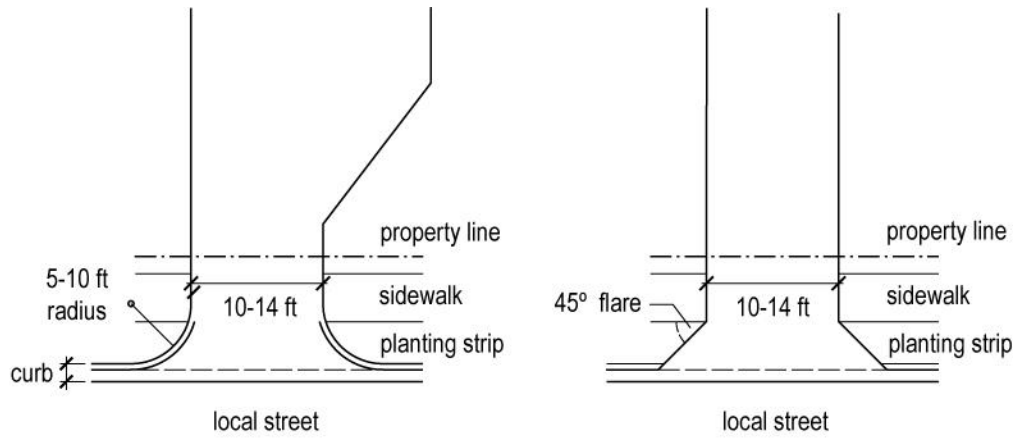


Figure C-10 Residential driveways

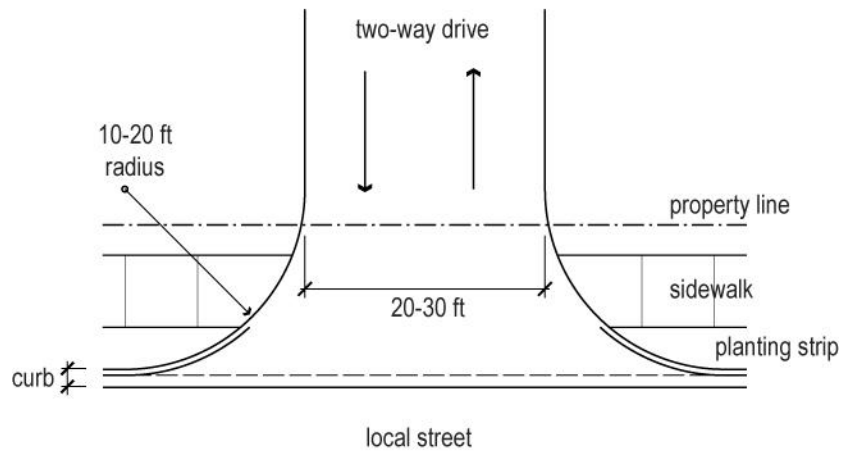
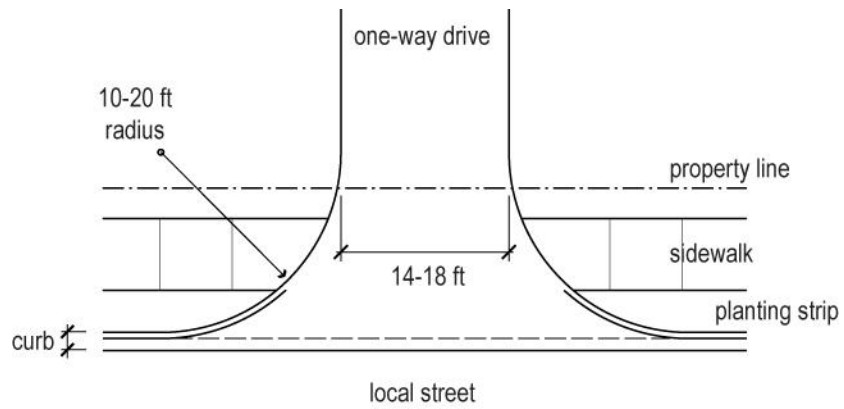


Figure C-11 Multifamily/Nonresidential Driveways, local street

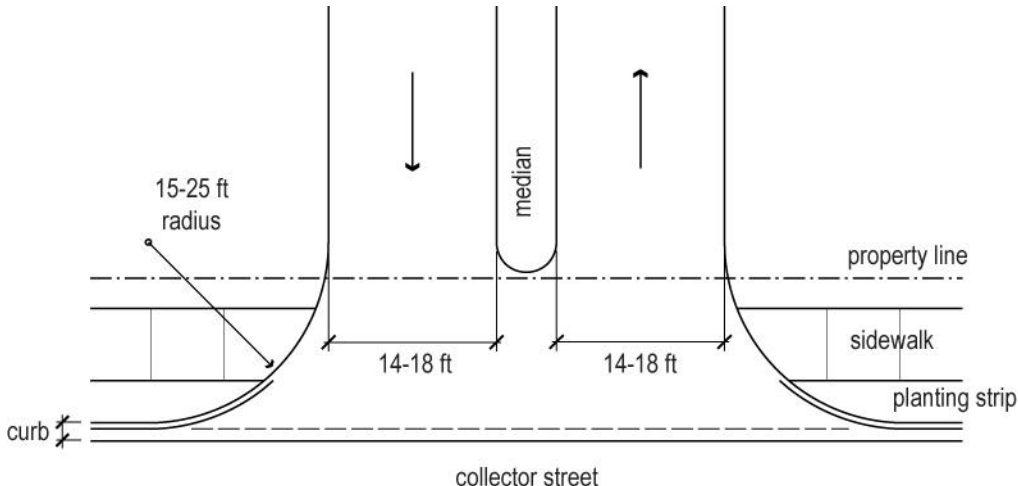


Figure C-12 Multifamily/Nonresidential Driveways, collector street (median-separated)