

## SUBDIVISION APPLICATION FOR THE CITY OF GARDENDALE, ALABAMA

### Part I. Application Form

Name of Applicant:

Mailing Address:

Telephone:

Signature:

### Part II. Parcel Data

Owner of Record:

Mailing Address:

Address of Property under Consideration:

Tax Map ID#

Existing Zoning:

### Part III. Request

Reason for Request:

### Part IV. Enclosures (Check all required enclosures with this application):

**Note:** Procedure for review/approval of subdivision plat consists of two separate steps...[1] Submission to Planning Commission of a preliminary plat... [2] Submission of a final plat, together with required certificates.

SIX [6] COPIES of Preliminary Plat Subdivision Map to include Vicinity Sketch Map, meeting all requirements outlined in Appendix A Application Requirements of the Gardendale Subdivision Regulations. Should include Best Management Practices (BMP) Plan (Post Construction Controls). IF the Preliminary Map is approved by the Planning & Zoning Board, then a FINAL Subdivision Map must be submitted at least thirty days {30} prior to the next Planning & Zoning meeting date for review. There must be ONE [1] MYLAR and FIVE {5} copies of the Final Map. The Final Map should meet all requirements outlined in Appendix A Application Instructions of the Gardendale Subdivision Regulations.

Applicant must, at time of application, provide names & addresses of adjacent property owners as shown on Jeff. County Tax Assessor's records.

\$150 Administrative Fee, plus cost incurred in the notification by certified mail and all publication costs.

\$2,000 Review Fee – Best Management Practices (BMP) Plan (Post Construction). A Post Construction Annual Issuance Fee of \$50 will be paid to the city to defray cost of inspecting post-construction controls and maintaining inspection records.

**NOTICE:** The completed application and all required attachments must be filed at least thirty days [30] prior to the Gardendale Planning & Zoning Commission Public Hearing. **A representative must be present at hearings.** Notices are not mailed out for FINAL subdivision requests; however, a representative must also be present to present the FINAL request.

#### FOR OFFICE USE ONLY:

Received By:

Date Received:

Scheduled Public Hearing Date:

**FINAL PLATS MUST BE SUBMITTED WITHIN ONE YEAR OF APPROVAL OF THE PRELIMINARY**

