

SUBDIVISION APPLICATION
INSTRUCTIONS

REQUEST TO APPEAR BEFORE THE CITY OF GARDENDALE
PLANNING AND ZONING BOARD

NEXT SCHEDULED MEETING: _____
APPLICATION DEADLINE: _____

1. MEETINGS ARE HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:30 PM AT THE GARDENDALE CITY HALL COUNCIL CHAMBERS.
2. THE APPLICANT, OWNER OR AUTHORIZED REPRESENTATIVE MUST BE PRESENT AT MEETING...PLEASE PROVIDE PHONE NUMBERS ON APPLICATION.
3. THE APPLICATION AND ALL REQUIREMENTS MUST BE RETURNED BY THE APPLICATION DEADLINE (30 days before the meeting date).
4. **FILING FEE OF \$150.00, PLUS POSTAGE COSTS FOR NOTIFICATION BY CERTIFIED MAIL TO ALL ADJACENT PROPERTY OWNERS AND ALL PUBLICATION COST. IF THESE NAMES ARE ON RECORD AT TAX ASSESSOR'S OFFICE, THE INSPECTION OFFICE WILL SECURE THAT INFORMATION FOR YOU. SEE ITEM #15 UNDER FINAL PLAT REGARDING PAYMENT OF PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE (ORD. 2005-29 DATED 12/5/05)**
5. APPLICANT WILL BE ADVISED OF ANY ADDITIONAL COMMENTS OF THE PUBLIC WORKS DEPT, FIRE DEPT AND CITY ENGINEER (before meeting).

*The subdivision process includes two steps...the Planning and Zoning Board first reviews a Preliminary Plat. When approved, a Final Plat can be submitted for approval...subject to the following of requirements. Upon approval, this plat will be recorded by the developer/owner at the Jefferson County Probate Office. **A RECORDED COPY MUST BE FURNISHED TO THE INSPECTION SERVICES OFFICE. IF ADDRESSES MUST BE ASSIGNED, THE DEVELOPER SHOULD SECURE THEM FROM JEFFERSON COUNTY LAND DEVELOPMENT AND FURNISH THEM TO THE CITY.***

Note...Approval of a Preliminary Plat shall expire if a Final Plat is not submitted within twelve months from the date of such approval, unless an extension of time is specifically applied for by the subdivider and expressly granted by the Planning and Zoning Board.

PRELIMINARY PLAT REQUIREMENTS:

- 1. APPLICATION**
- 2. FEE**
- 3. PLAT SHOULD BE COMPLETED AS OUTLINED IN THE SUBDIVISION REGULATIONS, APPENDIX A APPLICATION REQUIREMENTS.... Be sure to include names and addresses of all adjoining property owners on the plat (including across streets). (6 COPIES SHOULD BE SUBMITTED).**
- 4. PLAT SHOULD BE COMPLETED, SIGNED AND STAMPED BY A STATE OF ALABAMA REGISTERED ENGINEER AND SHOULD INCLUDE TOPO AND DRAINAGE (*drainage plan must be based on a 100-year rain event, 24-hour storm*). SHOULD INCLUDE BEST MANAGEMENT PRACTICES (BMP) PLAN (POST CONSTRUCTION CONTROLS) - REVIEW FEE \$2,000. A POST CONSTRUCTION ANNUAL ISSUANCE FEE OF \$50.00 WILL BE PAID TO THE CITY TO DEFRAY COST OF INSPECTING POST-CONSTRUCTION CONTROLS AND MAINTAINING INSPECTION RECORDS. REFER TO ORDINANCE NO. 2019-001 STORM WATER MANAGEMENT EROSION AND SEDIMENTATION CONTROL AND ORDINANCE NO. 2019-003 STORM WATER MANAGEMENT POST CONSTRUCTION.**
- 5. IF THERE WILL BE MULTIPLE SECTORS, IDENTIFY THE LOT NUMBERS IN SECTOR ONE AS 100, 101, 102, ETC..... IDENTIFY THE LOT NUMBERS IN SECTOR TWO AS 200, 201, 202, et al.**
- 6. INCLUDE SQUARE FOOTAGE OF EACH LOT ON PLAT (if garden homes)**
- 7. BOARD REQUIRES A RENDERING OF EXTERIOR APPEARANCE AND ELEVATION OF PROPOSED STRUCTURES. BOARD PREFERS TO REVIEW BEFORE MEETING; HOWEVER, IF NOT POSSIBLE TO SUBMIT WITH ORIGINAL PAPERWORK, MUST BRING TO MEETING.**
- 8. IF LAND AREA TO BE DISTURBED IS 1 ACRE OR MORE, PROVIDE COPY OF THE ADEM PERMIT (Ala. Dept of Environmental Management).**
- 9. IDENTIFY TYPE AND SIZE OF EASEMENTS, IF ANY.**
- 10. DEVELOPER WILL BE RESPONSIBLE FOR INSTALLATION OF STREET LIGHTS. See under Final Plat (#14, page 5) for details. ALABAMA POWER STREET LIGHTING LAYOUT & PAYMENT FOR 3 YEARS WILL BE REQUIRED WHEN FINAL PLAT IS SUBMITTED FOR APPROVAL.**

If an existing road does not meet the standard fifty foot (50') right-of-way, Public Works Dept may require additional Right-of-Way of at least 25' (twenty five feet) from center line to the property line.

If applicable, Public Works Dept MAY require payment for cost of street signs (developer will be informed by Inspection office). If so, payment must be made to Inspection Services office before meeting night.

If applicable, Fire Dept MAY require fire hydrants (developer will be informed by Inspection office). If so, cost for installation and two years' fees must be made to Inspection Services Dept before meeting night, or the item will be taken off the agenda.

FINAL PLAT REQUIREMENTS - must be complete before plat accepted by Inspection office (no exceptions):

- 1. The Final Plat shall consist of One Mylar and 5 copies. Final Plat should be completed in accordance with Subdivision Regulations, Appendix A Application Requirements.**
- 2. All copies presented should already have the signatures for everyone EXCEPT CITY OFFICIALS. (See Subdivision Regulations, Appendix B Certificates)**
- 3. SIGNATURE LINES SHOULD BE ADDED FOR GARDENDALE'S MAYOR AND THE ZONING BOARD CHAIRMAN. (See Subdivision Regulations, Appendix B Certificates)**
- 4. IF THERE WILL BE MULTIPLE SECTORS, IDENTIFY THE LOT NUMBERS IN SECTOR ONE AS 100, 101, 102, ETC...IDENTIFY THE LOT NUMBERS IN SECTOR TWO AS 200, 201, 202, ET AL.**
- 5. INCLUDE SQUARE FOOTAGE OF EACH LOT ON PLAT (if garden homes)**
- 6. IF THE PROPERTY IS ON SEWER, the following statement should be added, along with a signature line for Director of Environmental Services (no notary necessary). Signature should not be secured until AFTER the Zoning Board approves the Final Plat.**

“Environmental Services Department approval indicates that easements have been dedicated for future Jefferson County sanitary sewers; however, this does not mean sanitary sewers have been built or will be built in the future. Any change in the Right-of-Way or Easement boundaries after this date may void this approval.”

7. IF THE PROPERTY IS ON SEPTIC TANK AND CONSISTS OF ONLY TWO RESIDENTIAL LOTS, the following statement should be added to the Final Plat, and it must already be signed by the Jefferson County Health Department before submission to City...

“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 plat plan for the respective approval or denial of same. Add Signature Line for Jefferson County Dept. Of Health official (For Recording Purposes Only).”

IF THE PROPERTY IS ON SEPTIC TANK AND CONSISTS OF MORE THAN TWO RESIDENTIAL LOTS, OR IS COMMERCIAL, A LETTER OF APPROVAL FROM THE JEFFERSON COUNTY HEALTH DEPT IS REQUIRED AT THE TIME THE FINAL PLAT IS SUBMITTED.

8. IDENTIFY TYPE AND SIZE OF EASEMENTS, IF ANY. IF THERE ARE EASEMENTS NOT ON CITY RIGHT-OF-WAY, THE FOLLOWING STATEMENT SHOULD BE ADDED TO THE PLAT... *“Maintenance of all easements outside of City of Gardendale right-of-way shall be the responsibility of the property owner and not the City of Gardendale.”*

9. DRAINAGE “ADVERSE EFFECTS LETTER” ADDRESSED TO CITY ENGINEER MUST BE SIGNED BY DEVELOPER/OWNER’S ENGINEER.

10. IF ACCESS TO PROPERTY IS PARTIALLY OR WHOLLY FROM A COUNTY OR STATE ROAD, REQUIRE COPY OF THE JEFFERSON COUNTY ACCESS PERMIT OR STATE HIGHWAY (ALDOT) ACCESS PERMIT.

11. ADEM PERMIT, IF NOT SUBMITTED AT PRELIMINARY.

12. COPY OF UNRECORDED RESTRICTIVE COVENANTS, IF ANY. A RECORDED COPY OF THE COVENANTS WILL BE REQUIRED AFTER THE FINAL PLAT IS RECORDED.

13. BOND REQUIREMENTS: (No Exceptions)

(1.) If on Septic Tank, BOND MUST BE IN PLACE at City Hall for all unfinished improvements BEFORE THE FINAL PLAT IS SUBMITTED. See below for details on the process of determining the bond amount.

(2.) *If on Sewer, BOND MUST BE PLACED at City Hall NO LATER THAN MONDAY BEFORE THE MEETING, OR ITEM WILL BE TAKEN OFF AGENDA.

To place a Bond, the developer will submit to the Inspection Services office quotes from a qualified contractor (on their letterhead) for all unfinished improvements, along with a detailed statement of all the work remaining to be done. The Public Works Dept will confirm in writing that they agree with the list of improvements provided, and the City Engineer will then confirm in writing that the Bond amount is approved by him...(at a rate of 150%). The Bond can then be placed. **It is important to note that, since the bond must already be in place with the City at the time of Final Plat submission (when on Septic Tank), it is up to the developer/owner to handle these details well in advance.**

***For plats on Sewer only**, if the developer chooses to try to complete most of these improvements and place the Bond for only the final seal coat, the Bond must be in place with the City no less than 4 days before the meeting. **If not, the final plat request will be removed from the agenda.**

14. PAYMENT FOR THREE (3) YEARS ELECTRICAL SERVICE FOR STREET LIGHTS (payable to City of Gardendale). Street lighting layout required from AI Power. RSL 2019-042 (4/1/19) - Street Light Policy in Residential Subdivisions. Repealed and replaced RSL 2005-53.

- A. Developers shall be required to place LED street lights in all residential subdivisions unless waived by the Inspections Services department of the City of Gardendale.
- B. Developers shall be responsible for the installation of all street light fixtures, poles, wiring, and related equipment.
- C. The Inspections Services department shall be responsible for determining the location of street light poles.
- D. The City of Gardendale shall be responsible only for payment of the monthly cost of the operation of said street lights and LED leased equipment as covered under the LED Master Agreement with Alabama Power. The City shall not be responsible for up-front costs associated with the street light fixtures, poles, wiring, and related equipment or with the installation of same.
- E. Developers shall be required to pay, in advance, to the City of Gardendale the cost of three years electrical service for operating said street lights.
- F. Alabama Power Company shall invoice the City of Gardendale, and not the developer, homeowners association, or any other party, for the monthly cost of operating said street lights.
- G. The developer, homeowners association, or other party, but not the City of Gardendale, shall be responsible for the replacement of decorative or other non-standard street light poles and fixtures which may become damaged or destroyed.

**15. PAYMENT FOR PUBLIC BUILDINGS COMMUNITY INVESTMENT FEE
(ORD. #2005-29 DATED 12/5/2005).**

Public Buildings Community Investment Fee shall be paid in full by the developer to the City of Gardendale when the FINAL SUBDIVISION PLAT is submitted for consideration . Fee shall be due on all subdivisions/developments where the Final Plat has not been approved as of January 1, 2006.

Effective January 1, 2006, if the lot (Residential or Non-Residential) to be developed does not have to go through the subdivision process (or has already done so), payment of this fee will be due before issuance of the Temporary Building Permit.

The amount of the Public Buildings Community Investment Fee shall be determined by the following fee schedule:

Residential Single Family (per dwelling unit)	\$1,000
Residential Multi-Family (per dwelling unit)	\$125
Commercial Building (per sq. ft. gross area)	\$.26
Industrial Building (per sq. ft. gross area)	\$.26

note:

ON RESIDENTIAL SINGLE FAMILY ONLY...Fee shall be increased by \$100 per dwelling unit annually (adjustments to be made on January 1st) until CAP of \$1,000 is reached.