



City of Bay Minette

Final Plat - Major Subdivision

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1650

Case No.: _____

Fee Total: \$ _____

Date Paid: _____

Cash Credit Card

Check- No.: _____

Are you the owner? Yes No **If not, you will need to complete an Agent Authorization Form signed by the property owner*

Name of Applicant: _____ Date: _____

Mailing Address: _____

City/State/ Zip Code: _____

Email: _____ Phone No.: _____

Site Information

Subdivision Type: Residential Commercial Industrial Mixed-Use

Subdivision Name: _____

Location of Subdivision: _____

Parcel ID/PPIN(s): _____

Total Acreage: _____ No. of Lots: _____ Flood Zone: _____

Electrical: _____ Telephone: _____

Water: _____ Sewer: _____

Engineer & Surveyor Information

Engineer Name: _____ License #: _____

Company Name: _____ Business License #: _____

Address: _____

Email: _____ Phone No.: _____

Surveyor Name: _____ License #: _____

Company Name: _____ Business License #: _____

Address: _____

Email: _____ Phone No.: _____

I/we certify that the information state on and submitted with this application is true and correct.

Signature: _____ Date: _____



City of Bay Minette

Final Plat - Major Procedure & Checklist

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1650

Procedures for Final Plat – Major Subdivision Applications

- **Presentation and approval of the Final Plat.** Within one (1) year of the date of preliminary plat approval, the subdivider shall submit to the commission the final plat for its approval in accordance with the following procedures:
- **Application Documents**
 - The subdivider shall submit to the Planning & Zoning Administrator, a completed application, the original tracing, and three (3) copies of the plat prepared in accordance with the approved meeting and application schedule attached. In addition, a digital version is requested.
- **Application Fees for Final Plat – Major**
 - \$250.00 application fee shall accompany the preliminary plat to cover the administrative cost of the planning commission.
 - In the case that the planning and zoning administrator determines that the plat should be reviewed by the city's contracted engineer, the applicant will be required to cover the cost of the review.
 - Fees are not subject to refund or adjustment.
 - Applicants are responsible for recording their Approved Final Plat at the Baldwin County Probate and the cost that it incurs.
- **Planning Commission Review**
 - Prior to the approval of the final plat, a certificate must be obtained from the City Clerk showing that a corporate surety bond has been posted, made available to the City and in sufficient amount to assure the completion of the required improvements if necessary.
 - The Planning Commission shall approve or disapprove a plat within thirty (30) days after such plat has been duly received by the Planning Commission; otherwise such plat shall be deemed approved unless the owner or his agent waives such requirement and consents to a time extension.
 - The final plat shall conform to the conditions of the tentatively approved preliminary plat. It shall show sufficient detailed data to readily determine and to accurately reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line. The plat shall be clearly drawn on any acceptable polyester or cloth tracing sheet (not larger than 24 x 36 inches in size) at a scale of not less than one hundred (100) feet to the inch and shall contain the following information:



City of Bay Minette

Final Plat - Major Procedure & Checklist

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1650

Submittal Requirements for Final Plat – Major Subdivision Applications

- Completed Application Non-Refundable Application Fee
- Plat – the original tracing, at least 3 large-format copies and a digital version in accordance with the following information:
 - The final plat shall conform to the conditions of the tentatively approved preliminary plat.
 - It shall show sufficient detailed data to readily determine and to accurately reproduce on the ground the location, bearing and length of every street line, lot line, boundary line, block line and building line.
 - The plat shall be clearly drawn on any acceptable polyester or cloth tracing sheet (not larger than 24 x 36 inches in size) at a scale of not less than one hundred (100) feet to the inch.
 - Name and address of owner of record and subdivider and name and registration number of surveyor and/or engineer.
 - Name of subdivision, north point, graphic scale of not less than 1 inch equals 50 feet and date.
 - Vicinity map showing location and acreage of the subdivision.
 - Names of owners of record of adjoining land with their appropriate acreage.
 - Location of streams, lakes, and swamps and land subject to flood as determined from past history of flooding and as delineated by the U.S.G.S. or U.S. Army Corps of Engineers.
 - Bearings and distances to the nearest established street lines or official monuments; section lines accurately tied to the lines of the subdivision by distances and bearings, and bearing and distance to a section corner or to an immediately adjacent plat which is tied to a section corner.
 - Municipal and county lines shall be accurately tied to the liens of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
 - Location of land dedicated to a neighborhood park or open space area for subdivisions exceeding fifty (50) lots.
 - Exact boundary lines of the tract, determined by a field survey, giving distances to the nearest one-tenth (1/10) foot and angles to the nearest minute.
 - Exact location, widths, and names of all streets and alleys within and immediately adjoining the new subdivision.
 - Street right-of-way lines showing angles of deflection, angles of intersection, radii, and lines of tangents.
 - Location of all utilities and drainage facilities as well as easements for such facilities.
 - Lot lines with dimensions to the nearest one-tenth (1/10) foot and bearings to the nearest minute.
 - Lots numbered numerically, and blocks lettered alphabetically.



City of Bay Minette

Final Plat - Major Procedure & Checklist

301 D'Olive Street · Bay Minette, Alabama 36507 · Phone (251) 580-1650

· Final Plat – Major Subdivision Submittal Requirements – Continued ·

- Each lot shall have a house number.
- Indication of zoning district boundaries if such exist. Otherwise indicate the proposed use of and restrictions on each lot within the subdivision. These restrictions to be recorded on or with the plat.
- Location, dimensions, and purposes of any easements and any areas to be reserved or dedicated for the public use.
- Accurate location, material, and description of all monuments and markers.
- Minimum building front yard setback lines.
- Certifications showing:
 - Notarized proof of ownership of the land.
 - Surveyor's attest to the accuracy of the survey.
 - Lot restrictions, trusteeships and/or protective covenants.
 - Dedication of streets, rights-of-way and other sites.
 - Compliance with applicable Board of Health Codes and Ordinances.
 - Granting of all easements included in the plat.
 - Engineer's attest that all improvements have been installed in accordance with the requirements of the subdivision regulations or that a bond in sufficient amount to assure the proper installation of such improvements has been accepted by the City of Bay Minette.
 - Space on the plat for approval of the City of Bay Minette Planning Commission and authorization for the recording of said plat by the judge of probate.