

New Submission

Re-Submission

Date of first submission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

City of Northport

Preliminary Plat Application and Checklist

Date of Plng Comm Mtg: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Deadline: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application Submitted: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Name of Subdivision: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

In City Limits? Yes  No  Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_ Total Lots: \_\_\_\_\_  
*Any rezoning requests must be accompanied by appropriate application*

Date of Predesign/Pre-application Meeting: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ *Required, unless expressly waived by Planning Director*

Is this part of a master plan? Yes  No  Name and date of most recent approved master plan: \_\_\_\_\_

Is this design in substantial compliance with approved master plan? Yes  No

Describe the Location of Property to be Subdivided:  
\_\_\_\_\_

Will any waivers be requested? Yes  No  If yes, list them here and attach documentation explaining reason for request.

Waivers:  
\_\_\_\_\_

**\*\*All of the above information has been completed or marked "N/A." Initial \_\_\_\_\_\*\***

All submissions (new and updated) must be accompanied by appropriate applications and checklists. Incomplete submissions will not be accepted. In order for a preliminary plat to be heard before the Northport Planning and Zoning Commission, all relevant items must be received by the Planning Department by the deadline, including completed application and checklist, correct number of *complete and correct* plats, designation of agent form, adjoining property owner lists/labels, and any other necessary items.

Staff will review and research all submissions. If it is determined after the deadline that a submission is missing required elements or needs substantial correction (i.e. something that cannot be easily annotated by hand by the designer on every plat), then the applicant/agent must appear in person before the Planning Commission and ask for a continuance to another meeting. If applicant/agent desires to continue with presenting the deficient plat before the Planning Commission, staff will recommend disapproval of plat due to deficiencies. Incomplete submissions will not be accepted.

\*\*It is strongly recommended that application be submitted well in advance of deadline; especially for new, large, or complex subdivisions. This will give staff time to point out needed corrections and offer any further suggestions.

**I have read the above statements and warrant in good faith that I understand and will comply, and that the information submitted is true and correct.**  
Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Please contact the Planning Department at 205-339-7000 with any questions.

New Submission

Re-Submission

Date of first submission: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

City of Northport

Preliminary Plat Application and Checklist

Name of Subdivision: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

All submissions (new and revised) must be accompanied by appropriate application and checklist. All items must be marked as included or "N/A" if not applicable. Explain if not applicable. **Plats must be fully compliant with the Northport Subdivision Regulations. This checklist is provided as an aid in the process.**

- \_\_\_\_\_ Name and address of the owners, and the surveyor of the plat. Surveyor shall be registered to practice in the State of Alabama.
- \_\_\_\_\_ Names and addresses of current record (as per the tax assessor's records) of adjoining property owners, which shall include those across public rights-of-way, other rights-of-way, easements, creeks, etc.
- \_\_\_\_\_ Date of the plat, north arrow, scale of not less than one inch equals 100 feet, amount of acreage contained in the plat and a statement as to the remaining adjoining acreage the developer or subdivider owns, has an option on or leases.
- \_\_\_\_\_ Contours shall be shown at an interval of not more than five feet for slopes over five percent, and for slopes less than five percent contours shall be shown at an interval of not more than two feet. All contours shall be based on the true city elevation, which is the USGS-MSL datum. No assumed datum will be accepted. A note on the plat shall indicate which city B.M. was used.
- \_\_\_\_\_ Lot dimensions, areas, building lines and back and side setback lines and lot and block numbers and proposed street names.
- \_\_\_\_\_ Rights-of-way, easements, alleys, location and proposed widths.
- \_\_\_\_\_ Proposed subdivision boundaries, with dimensions and tie to nearest government monument, with description of monument.
- \_\_\_\_\_ Any pertinent topographic features existing on the site.
- \_\_\_\_\_ Proposed storm drains, sanitary sewer, and water lines with approximate sizes and design data.
- \_\_\_\_\_ Location and dimensions of existing storm and sanitary sewers, and water lines.
- \_\_\_\_\_ A statement as to the current and proposed zoning (if applicable); or a statement of the allowable use of each lot, if required pursuant to section 107.
- \_\_\_\_\_ A vicinity sketch showing location of proposed site in relation to existing major streets, etc.
- \_\_\_\_\_ Width of all proposed paving in the proposed project from back to back of curb.
- \_\_\_\_\_ Proposed location of "stop," "yield," and other traffic control signs and devices to be installed. If the proposed subdivision abuts an existing street, the location of any intersecting streets on the other side abutting street shall be depicted.
- \_\_\_\_\_ Evidence from the appropriate governing body (state, county, federal, or city) that the proposed subdivision has access over a publicly dedicated and maintained street or road.
- \_\_\_\_\_ The names, locations, widths, and other dimensions of existing or proposed parks, playgrounds, open spaces or other public property.
- \_\_\_\_\_ The locations of existing and proposed property lines and existing buildings, watercourses, railroads, power lines, bridges, culverts, and drainpipes on the land to be subdivided and immediately adjoining land.
- \_\_\_\_\_ Street cross-section, showing proposed construction and statements concerning type of material to be used in construction.
- \_\_\_\_\_ Location of proposed sidewalks.
- \_\_\_\_\_ If any portion of the land included in, or immediately adjacent to, the proposed subdivision is located within the floodway or the 100-year flood boundary of a stream or river, as depicted on the flood boundary and floodway map, or is located in a special flood hazard area, as depicted on a flood hazard boundary map, then such floodway, boundary, or flood hazard area shall be indicated on the preliminary plats accurately as possible.
- \_\_\_\_\_ Any requested waivers listed on plat (explanation for waiver requests in accompanying paperwork).
- \_\_\_\_\_ This plat is compliant with all applicable requirements for preliminary plats as per the Northport Subdivision Regulations

Additional Required Items for Submission:

- \_\_\_\_\_ Sixteen (16) folded copies of plat (folded to 8½" x 11" size)
- \_\_\_\_\_ Electronic copy of plat (PDF; may be submitted via CD or emailed)
- \_\_\_\_\_ Designation of Agent form (if applicable)
- \_\_\_\_\_ Three (3) copies of mailing labels for each adjoining property owner, applicant, and owner (and Word file)
- \_\_\_\_\_ Fees (\$250 application fee, plus certified mailing fee for each adjoining property owner and newspaper legal advertising fee)

**I have completed the above information and warrant in good faith that it is correct and complete.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_