



SUBDIVISION APPLICATION

Department of Planning & Development

P.O. Box 2128

Dothan, Alabama 36302-2128

334-615-4410 – Office 334-615-4419 – Facsimile

(PLEASE PRINT OR TYPE ON APPLICATION)

SUBDIVISION NAME: _____

APPLICANT NAME: _____

CONTACT PERSON (If other than Applicant) _____

PROPERTY OWNER (If other than Applicant) _____

ADDRESS OR LOCATION OF PROPERTY _____

ACREAGE OF PROPERTY: _____ PRESENT ZONING: _____ TYPE: Residential Commercial

PROPERTY INFO.: Section: _____ Zip Code: _____

Township: _____ Census Tract: _____

COUNTY: _____ Range: _____ Flood Zone: _____

PRELIMINARY PLAT

FINAL PLAT

RESUBDIVISION

RESURVEY

CONTACT INFORMATION:

MAILING _____ TELEPHONE NO(S): _____

ADDRESS: _____

FAX NO: _____

E-MAIL: _____

ACKNOWLEDGEMENT (Read Carefully)

I, the undersigned applicant, hereby apply for favorable consideration to subdivide the above described land as depicted on the drawing and legal description accompanying this application. I understand that the payment of fees does not entitle me to approval of this plat and no refund will be made. I further waive the requirements of Ala. Code 11-52-32 as amended, that a decision is rendered within 30 days.

I acknowledge that I have received a copy of the attached plat checklist and understand that it is a guide to assist in the preparation of my plat and understand it is my responsibility to observe the provisions of the City of Dothan Subdivision Regulations. I acknowledge that it is the policy of the Planning Commission to consider the application only if all of the requirements of the checklist have been met and that I must be present at the date of the hearing.

I also understand that I am responsible having posted, at my expense, one or more Public Notice signs on the property as required by the City of Dothan. Signs shall be posted as directed at least fourteen (14) days prior to the scheduled Planning Commission meeting and that the content and format of the sign(s) must conform to the Planning Commission's requirements.

PRINTED NAME: _____

REPRESENTING: _____

SIGNATURE: _____

POSTING PUBLIC NOTICE SIGN DEADLINE: _____

Office Use Only:

Date of Receipt

Receipt Number

Case Number

Case Manager



FINAL PLAT CHECK LIST

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The Engineering Services and Planning and Zoning Office City of Dothan, Alabama will verify the items listed below, when a final plat is submitted for approval.

1. A completed Final Plat Application requesting review and approval of the final plat, including a listing of adjacent property owners, names and mailing addresses.
2. 7 copies of the final plat and a \$25.00 filing fee (check made payable to the City of Dothan).
3. Clearly and legibly drawn on acceptable synthetic tracing material at a scale of 100 ft. to an inch on 24" x 36" material.
4. Name and address of owner of record and sub-divider and name and registration number of surveyor or engineer.
5. PUBLIC NOTICE sign posted 14 days prior to the Planning Commission meeting.
6. North arrow, subdivision acreage, graphic scale and date.
7. Vicinity map showing location and north point of the subdivision.
8. Location of streams, lakes, and swamps and land subject to flooding as determined from past recorded history of flooding.
9. Names of owners of record of all adjoining land.
10. Bearing and distance to permanent point on the nearest existing street or bench marks or other permanent monuments (not less than three) shall be accurately described on the plat. The plat shall show the location of the subdivision in relation to the U.S. government land survey by distance and bearings to a line and corner of a section, one-quarter section or one-quarter of a one-quarter section. Local tie for horizontal and vertical control must be made to two or more monuments in the city horizontal and vertical control monumentation system, which is based on NAD 83 Horizontal and NGVD 29 vertical datums with state plane coordinates, established for the points of benchmarks.
11. Municipal and county lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision.
12. Location of included land dedicated for a neighborhood park or open space area and designation of any commonly owned property.
13. Exact boundary lines of the tract, determined by a field survey, giving distances to the nearest one-hundredth (1/100) ft. and angles to the nearest second, shall be balanced and closed with an apparent error of closure not to exceed one in ten thousand.
14. Name of subdivision, exact locations, width, and names of all streets and alleys within and immediately adjoining the new subdivision shall be shown on the plat.
15. Street right-of-way shall show all curvature information including central angle, tangent length, radius length, and chord length and bearing. Lot lines along street rights-of-way shall show a minimum of chord length and bearing for each straight section. Supply the length and bearing across each road right-of-way that crosses the boundary of the subdivision.
16. Lot lines shall be shown with dimensions to the nearest one-hundredth (1/100) ft. and bearings to the nearest second.
17. Lots shall be numbered by numerical order and blocks lettered alphabetically.
18. Each lot shall have a house number on the plat and placed on the curb for identification purposes. The City Engineer will determine the house numbers.
19. Location of water and sewer service locations shall be permanently marked on curb.
20. Location, dimensions, and purposes of any easements and any areas to be reserved or dedicated for the public use shall be shown on the plat.
21. Accurate location, material and description of monuments and markers, shall be described on the plat. Concrete monuments shall be set at all street corners, and at all points where the street lines intersect the exterior boundaries of the subdivision and at all angle points of the boundary of the subdivision and at all angle points and points of curve in each street.

22. Minimum building front yard setback lines shall be shown.
23. Certifications for Surveyor, Owner including Notary, Health Department, City Engineer, County Engineer, and Planning Commission Chairman.
24. 100-Year Flood Hazard Zone and elevation shown on plat.
25. Design Engineer's Certification of completion has been received and final inspection completed.
26. Certified as-built construction drawings, to include plans submitted in Auto Cad on DXF format on a three and one-half-inch diskette. Compaction test reports, water/sewer test reports, and paving mix analysis reports have been received. These plans will include roadway centerline, edge of roadway pavements (or back of curb) and rights-of-way lines tied to the state plane coordinates. Lot information shall include side and rear lot lines and the location and size of any easements. Utility information shall include the following: Sewer line location and size, manhole and service locations, storm drain pipe location and size, inlet junction box and headwall location and type and a description and location for other drainage improvements (paved ditches, grassed swales, etc.), water line location and size, valve, fire hydrant, service locations, and any other information necessary for the update and maintenance of the city GIS system.
27. Zone designation with zoning boundaries clearly shown.
28. Section location.
29. Tie to Government Survey Marker.
30. Condominium agreement, if applicable.
31. Digital form utilizing the standard city layer name structure and Auto Cad or DXF format on three ½-inch diskette.



FINAL PLAT SIGN SPECIFICATIONS

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BOARD

The sign shall be painted in black letters on a white background on a 4' x 8' sheet of plywood at least ½" thick or with sufficient bracing to make the sign stable. The sign shall be of sufficient quality that it may be easily read from the street and shall be placed at the front of the lot using no less than 2' x 4's for posts.

LETTERS

A three-inch space shall be between each line. The words PUBLIC NOTICE shall be in six-inch high letters with each remaining line in three-inch high letters. Letters shall be one and one-half inch in width with the letter "I" at least one inch in width with appropriate spacing between words. There is a maximum of 48 letters per line. This takes 72 inches leaving 24 inches for the margin and appropriate spacing.

RULES

The sign shall be erected on the lot no less than 14 days in advance of the Planning Commission meeting day at which the request is to be considered. The sign shall remain erect until the day after the meeting in which the applicant will be responsible for removing the sign from the site. Any tabled items from the agenda until the next month will need to have the sign changed to note the new date.

Any failure to adhere to the above specifications would result in the failure of the applicant's request to be considered by the Planning Commission.

EXAMPLE OF PUBLIC NOTICE SIGN: (SIGN MUST BE 4' X 8')

<p style="text-align: center;">PUBLIC NOTICE</p> <p style="text-align: center;">NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION</p> <p style="text-align: center;">OF THE CITY OF DOTHAN WILL, ON WEDNESDAY,</p> <p style="text-align: center;"><u>MONTH, DAY YEAR</u>, AT 9:00 A.M. CONSIDER</p> <p style="text-align: center;">APPROVAL OF A FINAL PLAT FOR A SUBDIVISION AT THIS SITE.</p> <p style="text-align: center;">PLANNING & DEVELOPMENT DEPARTMENT TODD L. MCDONALD, DIRECTOR</p> <p style="text-align: center;">(334) 615-4410</p>
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