

STATE OF ALABAMA
SHELBY COUNTY

SHELBY COUNTY PLANNING COMMISSION

MINUTES

Regular Meeting – January 12, 2009 – 7:00 P.M.

Members Present: Ralph Thomas, Chairman; Bob Land, Vice-Chairman; Scott Chambers; Rachel Garrett; Robert Taylor; and Kenneth Wilder.

Members Absent: Bill Kinnebrew.

Staff Present: Ray E. Hamilton, Manager; David Hunke, Planning Services Supervisor; Tom Wilkins, Senior Planner; Sharman Brooks, Planner II; Winston Sitton, Civil Engineer.

PUBLIC HEARING

The meeting was called to order at 7:00 p.m. by Ralph Thomas, Chairman. Mr. Thomas introduced the members of the Planning Commission and the staff.

1. Approval of the Minutes of the Regularly Scheduled Meeting of December 15, 2008.

Commissioner Garrett made a motion to approve the minutes of the meeting of December 15, 2008. The motion was seconded by **Commissioner Chambers** and by a vote of five (5), with Commissioners Chambers, Garrett, Land, Taylor, and Thomas voting in favor, and Commissioner Wilder abstaining, the minutes of the meeting of December 15, 2008 were approved.

2. Case No. SAM-01-08; Proposed Amendments to the Subdivision Regulations of Shelby County, Alabama,

The case was introduced by Tom Wilkins, Department of Development Services. Mr. Wilkins noted that the proposed amendments were clerical in nature and primarily clarifies the regulations, making them easier to read and understand. The proposed amendments do not include any substantive changes to the current regulations regarding applications or process.

Commissioner Taylor requested that the word “*approximate*,” pertaining to ties to all existing quarter section or section corners within or in the vicinity of the proposed subdivision, be removed from the wording in the Introductory Information section of Appendix A.

The **Commissioner** also requested that the requirement regarding *contours*, in the Topographic Information / Existing Conditions be annotated to identify the Rule No. 1.04 of the Standards of Practice for Alabama Society of Professional Land Surveyors; to wit:

Topographic Surveys: The horizontal position of physical features shall be plotted to 1/20th inch of the final map scale. If a test profile is run over the mapped area in the field, the profile shall be correct within one-half of the contour interval 80% of the time, and the remainder shall not be in error more than the contour interval. A surveyor shall be required to run test profiles if he/she is to certify to the information shown on a topography survey obtained by aerial mapping.

Commissioner Taylor also requested that the that the wording regarding *wetlands* in the Topographic Information / Existing Conditions be amended to read “...as defined by the latest U.S., EPA and U.S. Army Corps of Engineers maps).

Commissioner Thomas noted a typographical error in the legend of Appendix A and asked that this be corrected. No one spoke in favor of or in opposition to the proposed amendments.

Commissioner Land made a motion to *Approve* the *proposed amendments to the Subdivision Regulations* and that the amendments be recommended to the Shelby County Commission for adoption. The motion was seconded by **Commissioner Garrett** and, by a unanimous vote of six (6), with Commissioners Chambers, Garrett, Land, Taylor, Thomas and Wilder voting in favor, the following resolution was approved:

WHEREAS, the Shelby County Commission ratified the Comprehensive Plan of Shelby County, Alabama, *A Path to the Future*, on September 30, 2004 to guide the public policy in making decisions consistent with the vision of the people of Shelby County; and,

WHEREAS, the Commission directed the Planning Commission, the County Manager and the applicable departments to proceed with developing specific proposals to implement the Plan; and,

WHEREAS, the Planning Commission adopted the amended Subdivision Regulations of Shelby County, on February 5, 2007, that were designed and adopted to play a critical role in the implementation of the plan as a tool with significant potential for impacting development patterns consistent with the vision of the plan; and,

WHEREAS, the Shelby County Commission ratified the amended Subdivision Regulations on February 12, 2007, to be effective on April 1, 2007; and,

WHEREAS, in the course of the administration of the adopted Subdivision Regulations, the Departments of Development Services and Highway have identified inefficiencies, typographical errors and vague and unclear wording in the Subdivision Regulations that hinders the clear understanding of the regulations; and,

WHEREAS, the Departments of Development Services and Highway have worked closely to find appropriate remedies that address issues to clarify the language and intent of the regulations and make them easier to understand; and,

WHEREAS, the proposed amendments to the Subdivision Regulations and notice of the Public Hearing was published in the Shelby County Reporter, a newspaper of general circulation, on December 24, 2008; and,

WHEREAS a synopsis of the initial notice has been advertised in the Shelby County Reporter on December 31, 2008 January 7, 2009; and,

WHEREAS, on January 12, 2009 the Shelby County Planning Commission held a public hearing at which time all individuals, in opposition to or in support thereof, had the opportunity to speak regarding the proposed amendments to the Subdivision Regulations of Shelby County, Alabama; and,

WHEREAS the Planning Commission found that the evidence and testimony presented warrants the approval of the proposed amendments to the Subdivision Regulations of Shelby County, Alabama, as amended;

NOW, THEREFORE, BE IT RESOLVED, by the Shelby County Planning Commission that the Subdivision Regulations of Shelby County, Alabama be, and the same are hereby resolved to be amended and read as follows:

~~Strikeout~~ and insert

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ARTICLE 3. ~~ADMINISTRATIVE AND CONVENTIONAL~~ SUBDIVISION STANDARDS

ARTICLE I

1.01 AUTHORITY

Under authority of Act No. 82-693, Acts of the Legislature, State of Alabama, 1982 as amended, which Act is hereby made a part of these regulations, the Shelby County Planning Commission at its meeting on **February 5, 2007** adopted by resolution the following revised regulations. The Shelby County Commission at its meeting on **February 12, 2007** adopted by resolution the following ~~revised~~ regulations, a copy of which has been certified to the Probate Judge of Shelby County, Alabama.

1.02 JURISDICTION

From and after the date of adoption, these regulations shall govern each and every subdivision of land in all areas of the county as now or hereafter established outside the boundaries of municipal corporations. ~~However, where a municipality now or in the future exercises subdivision control outside its municipal boundaries, such areas shall be subject to review and approval by the County Engineer who shall review for compliance with the County regulations. In such cases, the more strict requirements, whether of the municipality or County, shall apply. Furthermore, Act No. 82-693, Acts of the Legislature, State of Alabama 1982, as amended, provides that a municipality may expressly request by resolution to have the jurisdiction of the Shelby County Planning Commission extend into its corporate area.~~

DEFINITIONS

Administrative Subdivisions

Subdivisions of previously unplatted land involving five lots or less and do not require infrastructure improvements. Additionally, a resurvey of previously recorded lots may be reviewed administratively, provided that no additional lots are created and it does not include any land that was not part of the originally recorded lots.

Attached Structure

A structure that is situated on its own recorded lot and is attached by common wall(s) to at least one other similar structure.

Major Subdivision

The subdivision of land into more than five (5) lots and/or includes interior infrastructure improvements. This case type may require the submission and approval of a master plan (*see §3.02.B.2*) and/or a preliminary plat and/or a final plat by the Planning Commission.

Minor Subdivision

The subdivision of previously unplatted land into 5 lots or less, including remnant parcels, and includes no street, drainage, or other public improvements. All lots must front on a paved public right-of-way. This case type requires the administrative review of a final plat. Additionally, the resurvey of previously recorded lots may be reviewed administratively, provided that no additional lots are created and it does not include any land that was not part of the originally recorded lots.

Parcel Split

~~The division of one 20 acre, or greater, parcel into two platted lots, both 10 acres or greater.~~

Plat Correction

~~A resurvey that is The identification of surveyed lots for individual ownership based upon actual construction of attached structures buildings; the survey plat shall be in conformance consistent with an approved plan or a recorded final plat and results in no additional units, lots, or tracts as indicated than on the approved plan or plat. The combination of two platted lots into one lot; the movement of one lot line that affects the size and shape of no more than four lots and results in no additional lots; or the division of one platted lot, recorded prior to March 8, 1971, into two or more lots.~~

Resubdivision

The subdivision of land contained within a previously recorded subdivision. This case type requires the review and the approval of the Planning Commission.

Resurvey

The reconfiguration or consolidation of legally subdivided lots that does not result in any additional lots and it does not include any land that was not part of the originally recorded lots.

Rural Subdivision

The subdivision of land into five lots or less that are not required to front on a paved public road, and require no internal infrastructure improvements. Each lot in a rural subdivision must total at least 10

acres ~~and~~. A proposed rural subdivision located within a beat that has no zoning must score as Tier II or Tier III in the Land Suitability Criteria discussed in Article 2 (see §2.02). Rural subdivisions must meet the minimum access management requirements, as determined by the Shelby County Engineer, and require final plat approval by the Planning Commission.

ARTICLE 2

2.01 B.1.a. Administrative Subdivisions involve five (5) lots or less and do not require ~~infrastructure improvements~~ street, drainage, or other public improvements. Additionally, a resurvey of previously recorded lots may be reviewed administratively, provided that no additional lots are created and it does not include any land that was not part of the originally recorded lots. Administrative subdivisions are reviewed by staff and do not require a public hearing before the Planning Commission ~~hearing~~. The plat types identified in **Table 2-1** below are reviewed as Administrative Subdivisions.

TABLE 2-1		<i>DO NOT REQUIRE PUBLIC HEARING BEFORE PLANNING COMMISSION</i>
Administrative Conventional Plats	MINOR SUBDIVISION	A <u>The division of previously unplatted land into five lots or less, including remnant parcels, and includes no street, drainage, or other public improvements. All lots must front a paved public right-of-way.</u>
	<u>RESURVEY</u>	<u>The reconfiguration or consolidation of legally subdivided lots that does not result in any additional lots and does not include any land that was not part of the originally recorded lots.</u>
	<u>PARCEL SPLIT</u>	The division of one 20 acre, or greater, parcel into two platted lots, both 10 acres or greater.
	PLAT CORRECTION	A resurvey that is <u>The identification of surveyed lots for individual ownership based upon actual construction of <u>attached structures</u> buildings; the survey plat shall be in conformance <u>consistent</u> with an approved plan or a recorded final plat and results in no additional units, lots, or tracts as indicated <u>than</u> on the approved plan or plat. The combination of two platted lots into one lot; the movement of one lot line that affects the size and shape of no more than four lots and results in no additional lots; or the division of one platted lot, recorded prior to March 8, 1971, into two or more lots.</u>
	<u>CONDOMINIUM</u>	Real estate, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real estate is not a condominium unless the undivided interests in the common elements are vested in the unit owners. All streets must be designed pursuant to the Engineering Standards in Appendix F. Administrative Condominium Plats involve five units or less, and do not require infrastructure improvements.

2.01 B.1.b. Non-Administrative Subdivisions involve more than five lots, require infrastructure improvements, or otherwise require Planning Commission approval. These subdivisions require staff review and Planning Commission approval. ~~Depending on the scale of the proposed project. The plat types identified in Table 2-2 below are considered as Non-Administrative Subdivisions. may be required. See Article 3, Administrative and Conventional Subdivision Standards.~~

TABLE 2-2		<u>REQUIRE PUBLIC HEARING BEFORE PLANNING COMMISSION</u>
NON-ADMINISTRATIVE CONVENTIONAL PLATS	Master Plan	A plan depicting the proposed development of property including the physical and functional interrelationships between uses and facilities that are proposed to be phased over a period of time.
	Preliminary Plat	The general layout for a proposed division of land that is not an Administrative Plat. The preliminary plat is used to evaluate proposed development and supporting infrastructure and facilities, in order to determine if all County regulations may be met and if the design is suitable for the land.
	Final Plat	The record map delineating the layout of lots, streets, and utilities when land is subdivided. The final plat is the legal record keeping document that is recorded in the Office of the Judge of Probate.
	<u>MAJOR SUBDIVISION W/O INTERIOR IMPROVEMENTS</u>	<u>The subdivision of land into more than 5 lots and does not include any interior infrastructure improvements. This type case requires submission to and approval of a final plat by the Planning Commission.</u>
	<u>MAJOR SUBDIVISION WITH INTERIOR IMPROVEMENTS</u>	<u>The subdivision of land into more than 5 lots and contains interior infrastructure improvements. This case type may require the submission to and approval of a master plan (see § 3.02 B.2.) in addition to a preliminary plat by the Planning Commission. The final plat will be reviewed administratively.</u>
	<u>RURAL SUBDIVISION</u>	<u>The subdivision of land into five lots or less that are not required to front on a paved public road, and require no internal infrastructure improvements. Each lot in a rural subdivision must total at least 10 acres. A proposed rural subdivision located within a beat that has no zoning must score as Tier II or Tier III in the Land Suitability Criteria (see §2.02). Rural subdivisions must meet the minimum access management requirements, as determined by the Shelby County Engineer, and require final plat approval by the Planning Commission.</u>
	<u>RESUBDIVISION</u>	<u>The subdivision of land contained within a previously recorded subdivision. This case type may require the submission and approval of a master plan (see §3.02.B.2) and/or a preliminary plat and/or a final plat by the Planning Commission.</u>
	CONDOMINIUM	Real estate, portions of which are designated for separate ownership and the remainder of which is designated for common ownership solely by the owners of those portions. Real estate is not a condominium unless the undivided interests in the common elements are vested in the unit owners. All streets must be designed pursuant to the Engineering Standards in Appendix F. <u>This type case requires the submission and approval of a master plan by the Planning Commission; the final plat is reviewed administratively.</u> Non-Administrative Condominium Plats involve more five units and/or require infrastructure improvements.

ARTICLE 3. ~~ADMINISTRATIVE AND~~ CONVENTIONAL SUBDIVISION STANDARDS

3.02 CONVENTIONAL SUBDIVISION PROCEDURES

A. Administrative Subdivisions (*see Article 2.01(B)(1)(a)*)

2. Official Application and Fee. An applicant for an Administrative ~~Plat~~ Subdivision must submit five copies of the maps and documents meeting the requirements of **Appendix A** and a complete application to the Department of Development Services with the official filing fee in the County's approved schedule of fees.
4. Administrative Review. The Department of Development Services shall review all complete applications for an Administrative ~~Plat~~ Subdivision according to the following criteria:
 - f. Minor Subdivisions must front a paved and dedicated public right-of-way; frontage requirements may be waived for a Family Subdivision; ~~frontage requirements may also be waived for Parcel Splits or Rural Parcel Divisions provided demonstration of a legal instrument ensuring the provision of access to a public right of way.~~
 - g. The application is in conformance with any approved development plans, and in the case of a ~~Survey Plat~~ Correction, the previously approved and recorded Final Plat; and
 - h. The application satisfies all eligibility standards for the specific type of Administrative ~~Plat~~ Subdivision.
8. Recording. Any approved Administrative ~~Plat~~ Subdivision shall be recorded in the Office of the Judge of Probate of Shelby County by the Department of Development Services, prior to being effective or the issuance of any building permits.

B. Non-Administrative Subdivisions (*see Article 2.01(B)(1)(b)*)

1. Pre-Application Conference. A pre-application conference is **required** for all ~~Major Non-~~ Administrative Subdivisions. Additionally, a Submittal Conference is **required** prior to acceptance of any application for a major subdivision. The purpose of this conference will be to review the presence of all documents and maps required pursuant to the submittal requirements of **Appendix A**. An appointment shall be made to ensure staff availability.
3. Preliminary Plat. (~~Not required for Rural Subdivisions – See Appendix A.~~)
 - a. *Official Application and Fee.* Application for a ~~Conventional Plat~~ Non-Administrative Subdivision shall require the submission of seven (7) copies of the maps and all other documents pursuant to **Appendix A** and a completed application to the Department of Development Services with the official filing fee identified in the County's approved schedule of fees. Only complete applications shall be accepted and scheduled for a hearing by the Shelby County Planning Commission.
- F. (8) The proposed plat is designed in compliance with regard to all other governmental regulations, (e.g. zoning, flood plains, etc.), which may impact development of the land and the applicant has secured all necessary approvals from other public agencies.

APPENDIX A

SUBMITTAL REQUIREMENTS – MINIMUMS, ADDITIONAL INFORMATION MAY BE REQUIRED AS NECESSARY FOR COMPLETE CASE REVIEW									
X Required * Required, as conditions warrant	MINOR SUBDIVISION	PARCEL-SPLIT RESUBDIVISION OR RESURVEY	PLAT CORRECTION	Master Plan- Conven/Conserv	MASTER PLAN-FBD	PRELIMINARY PLAT	FINAL PLAT	REGULATING PLAN	FINAL DEV. PLAN
Introductory Information									
Requested Land Suitability Tier and supporting evidence				X	X	X	X	X	X
Graphic and written scale at 1" = 100' or greater	X	X	X	X	X	X	X	X	X
Quarter section, section, township, and range with approximate ties to all existing quarter section or section corners within or in the vicinity of the proposed subdivision	X	X	X		X	X	X	X	X
Date of preparation, including latest revisions	X	X	X	X	X	X	X	X	X
North arrow	X	X	X	X	X	X	X	X	X
Name, address, and phone number of persons responsible for preparing application	X	X	X	X	X	X	X	X	X
General information section indicating number of sheets,				X	X	X		X	X
Blank space (4"x6") on lower right of title sheet reserved for County use.	X	X	X	X	X	X	X	X	X
Name of subdivision	X	X	X	X	X	X	X	X	X
Name, address, and contact information of legal property owner(s)	X	X	X	X	X	X	X	X	X
General Property Information									
Current zoning of the property or "unzoned" where no zoning applies	X	X	X	X	X	X	X	X	X
General vicinity map at a scale of no smaller than 1" = 1000'	X	X	X	X	X	X	X	X	X
Legal description	X	X	X	X	X	X	X	X	X
Table of Statistics									
Total area of subject property	X	X	X	X	X	X	X	X	X
Area of each lot (standards for FBD Master Plan)	X	X	X	*	X	X	X	X	X

SUBMITTAL REQUIREMENTS – MINIMUMS, ADDITIONAL INFORMATION MAY BE REQUIRED AS NECESSARY FOR COMPLETE CASE REVIEW									
X Required * Required, as conditions warrant	MINOR SUBDIVISION	PARCEL-SPLIT RESUBDIVISION OR RESURVEY	PLAT CORRECTION	Master Plan- Conven/Conserv	MASTER PLAN-FBD	PRELIMINARY PLAT	FINAL PLAT	REGULATING PLAN	FINAL DEV. PLAN
Total number of dwelling units and lots (and by phase where applicable) (Master Plan – approximate number)				X	X	X	X	X	X
Total number of each different lot type (and by phase where applicable) (Master Plan, Conventional/Conservation approximate number)				X	X	X	X	X	X
Net and gross density by total project, by phase, and by block (total project only for FBC/approx for FBC Master Plan)				X	X	X	X	X	X
Average, smallest and largest block sizes by length and by perimeter, including indication of specific block numbers of the largest and smallest.				*	*			X	X
Area of open space (broken into categories in Section 6.03 (B)) for total project, phase, and block.(total project or ped shed for FBC)				X	X	X	X	X	X
Topographic Information / Existing Conditions									
Existing contours based on USGS or US Coast and Geodetic Survey sea level datum: 1’ intervals for 5% slopes or less; 2’ intervals for 5% - 10%; 5’ intervals for over 10%(@avail USGS interval for FBC Master Plan & specified intervals if available w/o specific on-site engineering for Regulating Plan) ¹	*	*	*	X	X	X		X	X
General depiction of all significant natural features including large trees, large stands of trees or other important vegetation and habitats, or any other similar features.(i.d. of large trees not required for FBC plans if tree standards included in Code accompanying Regulating Plan)	X			X	X	X	X	X	X
Soil types						X		X	*
Location of all streams and identification of stream characteristics	X			X	X	X	X	X	X
100-year flood plain – (Panel Number and Date)	X	X	X	X	X	X	X	X	X
Any jurisdictional wetlands (as defined by the latest U.S. EPA and U.S. Army Corps of Engineers maps)	X			X	X	X	X	X	X
Any other existing water features (bodies of water, intermittent drainage channels, or streams)	X			X	X	X	X	X	X
Existing utility easements, utility facilities, or any other existing structure	X	X	X	*	*	X	X	X	X

SUBMITTAL REQUIREMENTS – MINIMUMS, ADDITIONAL INFORMATION MAY BE REQUIRED AS NECESSARY FOR COMPLETE CASE REVIEW									
X Required * Required, as conditions warrant	MINOR SUBDIVISION	PARCEL-SPLIT RESUBDIVISION OR RESURVEY	PLAT CORRECTION	Master Plan- Conven/Conserv	MASTER PLAN-FBD	PRELIMINARY PLAT	FINAL PLAT	REGULATING PLAN	FINAL DEV. PLAN
Proposed Development Information									
Typical cross-sections for all rights-of-way including dimensions of all street elements identified in Articles 3, 4 or 5						X		X	
Typical intersection dimensions including crosswalks, curb-radii, and site lines						X		X	
Identification of all rights-of-way, easements, utilities, open space, or other common use parcels.(utilities N/A for FBC Master Plan & statement of availability and standards for Regulating Plan)	X	X	X	X	X	X	X	X	X
All street names and locations of proposed street signs (statement of compliance with Co. regulations and 911 requirements)	X	X	X	*	*	X	X	X	X
Lot dimensions and standards as established by these regulations	X	X	X	*	*	X	X	X	X
Location, size, and type of all street lights						X		X	X
Layout, location, and identification of all proposed lots and blocks, including location and sight distance of all access points to all lots	X	X	X	*	*	X	X	X	X
Street construction specifications including proposed cut and fill, construction details for paved surfaces and street edges, and horizontal and vertical sight distances at intersections (standards for Regulating Plan)						X		X	
Connectivity Ratio calculation (optional, only where alternative compliance of Section 5.04 (A)(6) is elected by applicant)					*			X	X
A sheet of all proposed waivers or modifications, specifically stating the standard sought to be waived or modified and all location(s) where the waiver or modification will be applied.(to extent then known for FBC Master Plan)	X	X	X	X	X	X	X	X	X
Where a development will be constructed in phases, all phase lines and a schedule showing the order of construction and approximate completion date of each phase.(for Regulating Plan show for initial and anticipated future phases, w/ approx order of constr. & completion)				*	*	X		X	X
A landscape plan for all rights-of-way and open spaces(stds for Regulating Plan)							X	X	*

SUBMITTAL REQUIREMENTS – MINIMUMS, ADDITIONAL INFORMATION MAY BE REQUIRED AS NECESSARY FOR COMPLETE CASE REVIEW									
X Required * Required, as conditions warrant	MINOR SUBDIVISION	PARCEL-SPLIT RESUBDIVISION OR RESURVEY	PLAT CORRECTION	Master Plan- Conven/Conserv	MASTER PLAN-FBD	PRELIMINARY PLAT	FINAL PLAT	REGULATING PLAN	FINAL DEV. PLAN
Drainage Plan, including calculations of pre and post development flows, profile and location of proposed storm water facilities, evidence of all necessary approvals and permits and a Best Management Practices report.(Regulating Plan-full plan for initial phase & prelim gen'l plan for subsequent phases)						X		X	
Location of any proposed public facilities				X	X	*	*	X	X
Proposed final grade of all areas at 2' intervals. (Regulating Plan - full plan for initial phase & prelim gen'l plan for subsequent phases)						X		X	
Site Design Information									
A narrative statement on how the development conforms to the Comprehensive Plan, and any specific plan or program officially approved under the guidance of the Comprehensive Plan				X	X			X	
A regulating site map, accompanying code indicating use characteristics, lot types, building types, and engineering, thoroughfare, dimensional, architecture, and urban design standards for buildings, streets, and open spaces				*				X	*
Renderings and illustrations of typical open spaces, streets, blocks, lots, and buildings				*				X	*
Adjacent Property Information									
Name and mailing address of owners of adjacent lands	X			X	X	X		X	X
Current zoning of property or "unzoned" where no zoning applies	X	X	X	X	X	X	X	X	X
Topographic information within 100' of boundaries in 5' intervals				X	X	X		X	*
Topographic information for extensions of any stub streets up to 300' from boundary in 2' intervals (Regulating Plan-interval as available w/o specific site engineering)						X		X	*
Name and location of all streets and pedestrian facilities within 200' of the parcel boundary				*		X		X	*
Location of all easements and utility facilities within 200' of the parcel boundaries	*	*	*	*	*	*	*	*	*
Location and use of all buildings on the subject property	X	X	X	X	X	X	X	X	X

SUBMITTAL REQUIREMENTS – MINIMUMS, ADDITIONAL INFORMATION MAY BE REQUIRED AS NECESSARY FOR COMPLETE CASE REVIEW									
X Required * Required, as conditions warrant	MINOR SUBDIVISION	PARCEL-SPLIT RESUBDIVISION OR RESURVEY	PLAT CORRECTION	Master Plan- Conven/Conserv	MASTER PLAN-FBD	PRELIMINARY PLAT	FINAL PLAT	REGULATING PLAN	FINAL DEV. PLAN
Reference to recorded subdivision plats of abutting platted land by map, book, volume, and page, or designated as “unplatted”	X	X	X	X	X	X	X	X	X
Certifications and Signatures									
Notarized signature of property owner or agent of landowner	X	X	X	X	X	X	X	X	X
Standard signature block for all county approvals	X	X	X	X	X	X	X	X	X
Certification statement of the owners consent to dedication of any public rights-of-way or other public easements, where appropriate	X						X	X	X
Certification and description of all other easements, covenants, or common use areas	X	X	X			X	X	X	X
Certification or approval from State and/or County Health Department for proposed water supply and sanitary facilities	X	X	X			X	X	X	X
Other required Certifications and Notes	*	*	*	*	*	*	*	*	*
Surveyor’s certification, if applicable	X	X	X	X	X	X	X	X	X
Engineer’s certification if applicable	X	X	X	X	X	X	X	X	X
Articles of Incorporation for Homeowner’s Association	*						*	*	*

PLAT REQUIREMENTS

Preliminary Plat

The Preliminary Plat shall include, but not be limited to the following:

- (a) Title, graphic scale, written scale, north arrow, date, and name and registration number of surveyor. The scale shall be sufficient to accurately portray existing conditions and proposed improvements.
- (b) Topography: Based on U.S. Geological Survey, or U.S. Coast and Geodetic Survey sea level datum. On grades of five percent (5%) or less, contours shall be shown at one (1) foot intervals. On grades between five percent (5%) and ten percent (10%), contours shall be shown at two (2) foot intervals. On grades greater than ten percent (10%), contours shall be shown at five (5) foot intervals unless otherwise specified by the Planning Commission.¹
- (c) Names of all streets, highways, or roads. (Names shall not be in conflict with other named streets within the county.)
- (d) Rights-of-way and Easements:
The location, dimensions, and purposes of all easements, including recording information shall be shown. All street or road rights-of-way and roadway or pavement widths, including sidewalks, shall be shown. Approximate locations and dimensions will be permitted.
- (e) Utilities:
Location of existing or proposed utilities on or adjacent to the tract to be subdivided, including size and elevation.
- (f) Lot lines lot and block numbers and approximate dimensions. Old lot numbers must be shown in a shaded format.
- (g) Purpose of subdivision.
- (h) Proposed Street Lights and Signs:
Location, size, and type.
- (i) Public Facilities:
All proposed public facilities, including schools, parks, and public open spaces, shall be shown.
- (j) Location:
Quarter section, section, township, and range with approximate ties to all existing quarter section or section corners within or close to the proposed subdivision.
- (k) Names and addresses of the owners of the property, including existing mortgages and subdivider.
- (l) Names and addresses of record owners of adjoining lots or parcels of land.
- (m) Certificates of or letter from the State and/or County Health Department indicating their approval of the proposed water supply and sanitary facilities.
- (n) If any portion of the land of the proposed subdivision is subject to inundation by storm drainage, overflow, or ponding of local storm water, such fact and portion shall be clearly shown and identified.
- (o) Any other information that may be considered necessary by the Planning Commission for full and proper consideration of the proposed subdivision.

Vicinity Sketch

A vicinity sketch or key map shall be shown on, or accompany the preliminary plat. This sketch or map shall show all existing subdivisions, streets and tract lines of acreage parcels and right-of-way widths of all streets abutting the proposed subdivision. It shall also show how streets and alleys in the proposed subdivision may connect with existing and proposed streets and alleys in neighboring subdivisions or undeveloped property to produce the most advantageous development of the entire neighboring area.

Final Plat

The final plat shall be an original drawing in ink, on cloth or film and shall be referenced to an accepted section corner based on the U.S. Government survey of the area. A resurvey of a part of a subdivision, previously referenced to an accepted section corner, may be referenced to the original survey. All items shown on the preliminary plat shall also be shown on the final plat except as provided below:

Contours may be eliminated unless otherwise specified by the Planning Commission.

Buildings, fence locations or any other manmade structures or any zoning setback information will also be eliminated.

Right-of-way lines, easements, and property lines shall be shown with accurate dimensions and bearings; deflection angles, radii, arcs, and central angles of all curves.

Accurate grade shall be shown on all streets or roadways.

The final plat shall also show the following:

- (a) The purpose for which sites are dedicated or reserved, it being understood that any reservations of areas shall be subject to the proper zoning, if applicable.
- (b) The location and description of monuments. (Iron pipes shall be designated by a small open circle at point of installation).
- (c) Reference to recorded subdivision plats of adjoining platted land, by map, book, volume and page number.
- (d) Space for approval of the County Engineer and the Shelby County Planning Commission.
- (e) Where a street or alley has been vacated, a note shall be shown on the plat indicating such and referring to the recorded instruments of vacation by deed book and page number.
- (f) If there are existing structures on land proposed to be subdivided, three (3) copies of a survey plot plan showing the exact locations of such structures with their relation to the proposed subdivision shall accompany the final plat, one (1) copy of which shall be forwarded to the County Engineer.
- (g) The final plat shall be accompanied by three (3) copies of any protective covenants running with the land in form for recording.
- (h) On all plats when there is *no mortgage*, whether there is a dedication of property for street purposes or not, a certificate substantially in form as follows:

THE STATE OF ALABAMA
SHELBY COUNTY

The undersigned (Name), Registered Land Surveyor, State of Alabama, and (Name), owner(s) hereby certify that this plat or map was made pursuant to a survey made by said surveyor and that said survey and this plat or map were made at the instance of said owner(s); that this plat or map is a true and correct map of lands shown therein and known as (Name of Subdivision or resurvey) showing the subdivisions into which it is proposed to divide said lands, giving the length and bearings of the boundaries of each lot and its number, showing the streets, alleys and public grounds, giving the bearings, length, width and name of each street, as well as the number of each lot and block, and showing the relation of the lands to the government survey (or, if the plat is a resurvey of an existing recorded subdivision, "showing the relation of the lands to the survey of (Name of Subdivision) as recorded in the office of Probate Judge of Shelby County in map book (Map Book No.), page (Page No.)"; and that iron pins have been installed at all lot corners and curve points as shown and designated by small open circles on said plat or map. Said owner(s) also certifies (certify) that he (she, they, it) is (are) the owner(s) of said lands and that the same are not subject to any mortgage.

Dated _____, 20____.

(Execution and acknowledgement by Surveyor and Owner(s))

- (i) On all plats when there is *a mortgage*, whether there is a dedication of property for street purposes or not, a certificate substantially in form as follows:

THE STATE OF ALABAMA
SHELBY COUNTY

The undersigned (Name), Registered Land Surveyor, State of Alabama, and (Name), owner(s) hereby certify that this plat or map was made pursuant to a survey made by said surveyor and that said survey and this plat or map were made at the instance of said owner(s); that this plat or map is a true and correct map of lands shown therein and known as (Name of Subdivision or resurvey) showing the subdivisions into which it is proposed to divide said lands, giving the length and bearings of the boundaries of each lot and its number showing the streets, alleys, and public grounds; giving the bearings, length, width and name of each street, as well as the number of each lot and block, and showing the relation of the lands to the government survey (or, if the plot is a resurvey of an existing recorded subdivision, "showing the relation of the lands to the survey of (Name of Subdivision) as recorded in the office of Probate Judge of Shelby County in map book (Map Book No.), page (Page No.)"; and that iron pins have been installed at all lot corners and curve points as shown and designated by small open circles on said plat or map. Said owner(s) also certifies (certify) that he (she, they, it) is (are) the owner(s) of said lands and that the same are not subject to any mortgage, except a mortgage or mortgages held by the following mortgage(s). (Name).

Dated _____, 20____.

(Executed and acknowledgement by Surveyor, Owner(s) and Mortgagee(s))

- (j) Notary's acknowledgement of the certificate referred to in (h) or (i) above, substantially in form as follows:

STATE OF ALABAMA
SHELBY COUNTY

I, (Name), as Notary Public in and for said County and State, do hereby certify that (Name of Surveyor), whose name is signed to the foregoing certificate as a surveyor, and (Name of owner) whose name is signed to same as owner (and (Name of mortgagee), whose name is signed to same as mortgagee), all of whom are known to me, acknowledged before me, on this date, that after having been duly informed of the contents of said certificates, they executed same voluntarily as such individuals (or in any other capacities) with full authority thereof.

Given under my hand and seal this _____ day of _____, 20__.

Notary Public (seal)

- (k) On all plats where there is a dedication of land for street purposes whether in the form of new streets, additional right-of-way for existing streets, or merely curve radii where there were angle corners formerly existing, a resolution substantially in form as follows:

I / we (landowners name) as owner(s) have caused the land embraced in the within plat to be surveyed, laid out and platted to be known as (subdivision name), a part of Shelby County, Alabama, and that the streets, alleys, easements, public grounds as shown on said plat are hereby dedicated to the use of the public.

(Spaces for the Signatures of the Owner(s) and Notary's Acknowledgement)

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Topographic Surveys: The horizontal position of physical features shall be plotted to 1/20th inch of the final map scale. If a test profile is run over the mapped area in the field, the profile shall be correct within one-half of the contour interval 80% of the time and the remainder shall not be in error more than the contour interval. A surveyor shall be required to run test profiles if he/she is to certify to the information shown on a topography survey obtained by aerial mapping.

AND BE IT FURTHER RESOLVED, by the Shelby County Planning Commission, that the approved amendments herein are recommended to the Shelby County Commission for adoption.

There being no further business, **Commissioner Garrett** made a motion to adjourn. The motion was seconded by **Commissioner Chambers** and by a unanimous vote of six (6), with Commissioners Chambers, Garrett, Land, Taylor, Thomas and Wilder voting in favor, the meeting was adjourned.

ADJOURNMENT 7:20 P.M. January 12, 2009.

David Hunke, AICP
Planning Services Supervisor

Ralph Thomas, Chairman,
Shelby County Planning Commission