



**DEPARTMENT OF PLANNING AND BUILDING  
CERTIFIED SUBDIVISION PLAT  
SUBMITTAL PACKET  
(January 2008)**

All submittals to the Madison Planning Commission for the consideration of a final subdivision plat must be delivered to the Secretary of the Planning Commission who is located in the Department of Planning & Building no later than **30 CALENDAR DAYS** prior to Planning Commission meeting at which the plat is to be considered

The applicant should submit **NINE (9) SETS** of the proposed certified subdivision plat. The submittal will be reviewed by members of the Technical Review Committee, and recommended changes reported to the applicant no less than **THIRTEEN (13) CALENDAR DAYS** prior to the Planning Commission meeting at which the plat is to be considered.

The applicant will have **EIGHT (8) CALENDAR DAYS** prior to the Planning Commission meeting to make all changes requested by the Technical Review Committee and provide the Secretary of the Planning Commission with **FIFTEEN (15) corrected copies of the certified plat** or provide a written refusal to make such changes and the reason for such refusal.

Please use the attached checklist and application to make sure that your subdivision submission to the City of Madison is complete. Please fill in the forms in their entirety, and place checkmarks by each completed item on the checklist.

The application and checklist must be completed and turned in with your submission to the Planning Commission. *We will not* accept your submission without it.

If any item on the checklist is omitted, your application may be removed from the Planning Commission's agenda, as provided in Section 4-3-3 of the City of Madison Subdivision Regulations. However, if you omit an item intentionally because it does not apply to your particular subdivision, please attach a complete explanation justifying the omission.

For a complete explanation of each item, please see the City of Madison Subdivision Regulations, which can be found on line at:

<http://www.madisonal.gov/docs/subregchangesfinal2006.pdf>



**City of Madison  
Madison Planning Commission  
100 Hughes Road  
Madison Alabama 35758  
(256) 464-8427**

**Application for Certified Plat Approval**

<p><i>For Office Use Only</i></p> <p>Application Received _____ Fees Received _____ Staff Initials _____</p>
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**(A) Plat Information**

Name of Plat: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage \_\_\_\_\_

Number of Lots \_\_\_\_\_

***(All plat names must be approved by the Department of Planning & Building)***

**(B) Applicant Information**

Name(s): \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



## General Information

Development Name \_\_\_\_\_

Development Type \_\_\_\_\_

Zoning \_\_\_\_\_

Acres \_\_\_\_\_

Lots \_\_\_\_\_

Smallest lot size \_\_\_\_\_

Waiver(s) requested \_\_\_\_\_

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Application Fee - \$25.00 Paid \_\_\_\_\_

Drainage Review Fee - \$25.00 + \$5.00 per acre Paid \_\_\_\_\_

Nine copies of drawings

Digital submittal \*.pdf and AutoCAD format.vc. This is to be submitted with corrected drawings (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or [keith.conville@madisonal.gov](mailto:keith.conville@madisonal.gov) )

Notarized Public Hearing Form

Receipts for certified mail postmarked no less than 7 calendar days prior to the public hearing. Any applicant that does not submit postmarked receipts with corrected drawings will not be placed on the Planning Commission agenda. Please contact Gina Guffey at (256) 464-8427 or [gina.guffey@madisonal.gov](mailto:gina.guffey@madisonal.gov) for text of public hearing notice.

Certified domestic return receipts (green cards) must indicate which project they are being sent for and should have a return address of:

City of Madison  
Planning Division  
100 Hughes Road  
Madison, AL 35758

Closure tape

Title opinion

Subdivision name

Site Assessment (contact Greg Bates, Madison Engineering Department at (256) 772-5696 or [greg.bates@madisonal.gov](mailto:greg.bates@madisonal.gov) )

### **Certified plat**

Legend of symbols, acronyms, and abbreviations

Name of subdivision, north point, scale, and location

Vicinity map should be from a copy of the official zoning map for the City of Madison (contact Keith Conville, Madison Engineering Department at (256) 772-5629 or [keith.conville@madisonal.gov](mailto:keith.conville@madisonal.gov))

The name, address and deed book and page of record of the legal owner and the name and address of the agent or agents acting for the legal owner

A caption giving the location of the subdivision by government lot, quarter section, township, range, city county and state including sufficient description to clearly define the lands; and lot and block and subdivision name and parcel number(s) and legal deed book and page of all portions which are a part of previously approved subdivision(s) of legal record.

North point referenced to a line established in the U.S. Public land survey, date and scale. The property shown on a plat or map may be drawn to any scale provided that the dimensions and other information shown thereon are legible.

The relation of the land so platted to the Government Survey. The “point of beginning” as referred to in the written description shall be so indicated.

Sufficient data to determine readily and reproduce on the ground the location, bearing, and length of every street line, lot line, boundary line, block line, and minimum building setback lines whether straight or curved. This shall include the radius, central angle, point of tangency, tangent distance, and arcs and chords.

The names and locations of adjoining subdivisions and streets, with reference to recorded plats by record name.

Name, address and seal of the registered surveyor or engineer preparing the plat or map

The exact position of the permanent monuments found shall be indicated on the plat by a small circle “o” and new monuments set by a small circle “●”

Streets and alleys, rights-of-way, and street names.

Right-of-way or easements, including location, widths, and purposes.

Lot lines

Minimum building setback lines. In the instance of double frontage lots, and direction the building fronts shall be clearly indicated.

All dimensions should be to the nearest one-hundredth (1/100) of a foot and angles within plus or minus five (5) seconds.

Dimensions and area in acres of all lots and other land areas and the bearings of the respective sides. All lots and blocks shall be numbered where this provision is appropriate.

Approximate radii, central angle, arc distance, chord lengths, and points of tangency of all curves.

The name, address, and legal Deed Book and Page of the ownership for all adjacent parcels as they appear in the current records of the County Tax Assessor's office.

Zoning classification of the land to be subdivided and the zoning classification of all adjoining tracts of land.

The location, widths and names of all existing or platted streets, alleys, pedestrian ways or other public ways and easements, railroad and utility rights-of-way, parks, cemeteries, drainage ditches, water courses, bridges, and other permanent or temporary buildings or structures, and other public places on or adjacent to the tract of land being subdivided.

Avigation easement, if applicable

Location of all utilities including fire hydrants

Land intended to be dedicated to public use, or to be reserved by deed covenant for use of all property owners in the subdivision with conditions, if any, of such dedication or reservations. Private property held in common and NOT dedicated for public use shall be so indicated.

Flood plain district limits, including the contour line of the floodway, the flood profile elevation (100 year flood) and the contour line two (2) feet above the vertical distance of the flood profile elevation.

Wooded areas, wetlands, unstable soils or slopes and any other adverse condition affecting the site.

A site assessment map drawn at the same scale as the plat, and including the location, size, and condition of all the following: geologic formations, soils classifications, bluffs, sinkholes, caves, landslides (active and inactive), lineaments, springs, seeps, streams (perennial, intermittent, wet weather), wetlands, groundwater recharge points, vegetative communities, including the five most abundant tree and floral species for each community, in order of abundance and including the approximate age of each community, endangered and threatened species as determined by the US Fish and Wildlife Service, evidence of recent or ancient quarry operations, spoils areas, dump sites (active, inactive, or covered/reclaimed), existing fills and excavations, existing drainage retention and detention areas, wells, whether active or inactive, open or closed, storage tanks, regardless of contents, both above ground and underground, known historical and archaeological features

Site assessment map including the names and qualifications of all site assessment investigators and analysts, methods used in site assessment, findings for all features identified on the map, including itemized descriptions, illustrations and photographs, professional conclusions concerning the impact of the findings on the proposed development, as well as the impact of the development on the natural features of the site, recommendations for mitigation of the impacts of development on the site

Note on Certified Plat: There will be a 15' Public Utility and Drainage Easement along all street right-of-ways.

Note 25' buffer strip at the rear of all lots abutting \_\_\_\_\_ with the following note shown on the plat near the lots "This strip is reserved for screening. The placement of structures heron is prohibited."

Note on Certified Plat: There is a 5' Utility and Drainage Easement around the perimeter of each lot unless otherwise noted.

Note on Certified Plat: Flood Zone, FIRM Panel number and date

Note on Certified Plat: All drainage ditches are to be centered on the property lines unless otherwise shown

Note on Certified Plat: All utilities are to be underground

Note on Certified Plat: If adverse conditions on site are uncovered during construction, the city engineer may require modification of these plans to the extent necessary to assure compliance with the City's construction specifications manual.

Note on Certified Plat: All lots shall be graded so that run-off will be directed to the street or to drainage ways in a dedicated easement

Note on Certified Plat: Setbacks are governed by the latest edition of the City of Madison Zoning Ordinance

The following and appropriate endorsements, dedications, and certificates shall be placed on the Final Plat (See Appendix or attached for sample certificates):

Registered Surveyor's Certificate or Engineer's Certificate and Description of land platted.

Notarized dedication.

A Notary's Acknowledgement of the Dedication Certificates.

A Certificate of Approval by the City Engineer of the City of Madison. **(signature not required at initial submittal)**

A Certificate of Approval by the Planning Commission of the City of Madison. **(signature not required at initial submittal)**

A Certificate of Approval by the Director of Planning and Building. **(signature not required at initial submittal)**

Certificate of Approval by the Madison Fire Department **(signature not required at initial submittal)**

The undersigned, as a duly authorized representative of the Madison Fire Department, City of Madison, Alabama certifies the within certified plat has been reviewed and is approved

This the \_\_\_\_\_ Day of \_\_\_\_\_

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Madison Fire Department  
City of Madison

Certificate of Approval by the Madison Water and Wastewater Board **(signature not required at initial submittal)**

The undersigned, as a duly authorized representative of the Madison Water & Wastewater Board, City of Madison, Alabama certifies the within site plan has been reviewed and is approved

This the \_\_\_\_\_ Day of \_\_\_\_\_

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Madison Water & Wastewater Board  
City of Madison

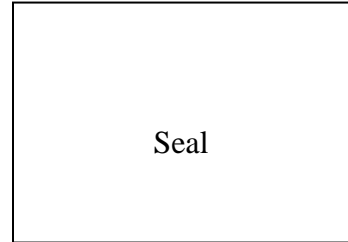
A Certificate of Approval by applicable County Health Department if septic tanks and/or wells are necessary for development. **(signature not required at initial submittal)**

I hereby certify that all of the above information has been submitted for review by City staff, except as indicated. I have listed all information which was not submitted, if any, and reasons therefore on a separate sheet.

\_\_\_\_\_  
Engineer/Surveyor

\_\_\_\_\_  
Engineering/Surveying Firm

\_\_\_\_\_  
Date



**SAMPLE CERTIFICATES:**

**SURVEYOR'S CERTIFICATE AND DESCRIPTION OF LAND PLATTED  
STATE OF ALABAMA  
COUNTY OF MADISON**

I, (name of surveyor), a registered Engineer-Surveyor of Madison, Alabama, hereby certify that I have surveyed the property of the (name of company of proprietor), a (corporation or proprietor), situated in the City of Madison, Madison County, Alabama and described as follows:

(Insert Legal Description)

And that the plat or map contained hereon is a true and correct map showing the subdivision into which the property described is divided giving the length and bearings of the boundaries of each lot and its number and showing the streets, alleys and public grounds and giving the bearings, length, width, and name of the streets, said map further shows the relation of the land so platted to the Government Survey, and that permanent monuments have been placed at points marked thus (0) as hereon shown.

**WITNESS my hand this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
(Name of Surveyor)

**Registration #** \_\_\_\_\_

**DEDICATION**

I/We (Land Owner or developer, address), as proprietor(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 (Section Call Out), City of Madison, Madison County, Alabama, and that the (Streets, Drives, Alleys, etc.) as shown on said plat are hereby dedicated to the use of the public.

**Signed and sealed in the presence of:**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Property Owner**

\_\_\_\_\_  
**Witness**

\_\_\_\_\_  
**Property Owner**

In any case that the developer and the land owner are not one and the same, two or more Dedication Certificates may appear on the plat in order to allow for the owner's signature to be fixed to said Plat. In which case one of the following notary's acknowledgements must appear for each Dedication Certificate (See example c-1 and c-2).

**ACKNOWLEDGEMENT  
STATE OF ALABAMA  
COUNTY OF MADISON**

I, \_\_\_\_\_, Notary Public in and for said County, in said State, hereby certify that (individual's name), whose name as (title) of the (corporation name), is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he as such officer and with full authority, executed the same voluntarily for and as the act of said corporation.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**NOTARY PUBLIC**

**ACKNOWLEDGEMENT  
STATE OF ALABAMA  
COUNTY OF MADISON**

I, \_\_\_\_\_, a Notary Public in and for said County, in said State, hereby certify that (owner's name), whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

GIVEN under my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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**NOTARY PUBLIC**

**CERTIFICATE OF APPROVAL BY THE WATER AND SEWER BOARD**

The undersigned, as authorized by the Water and Sewer Board of the City of Madison, Alabama, hereby approved the within plat for the recording of the same in the Probate Office of Madison County, Alabama, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Water and Wastewater Board  
City of Madison, Alabama

**CERTIFICATE OF APPROVAL BY THE CITY ENGINEER**

The undersigned, as City Engineer of the City of Madison, Alabama, hereby approved the within plat for the recording of same in the Probate Office of Madison County, Alabama, this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
City Engineer  
City of Madison, Alabama

**CERTIFICATE OF APPROVAL BY THE PLANNING COMMISSION**

The within plat of (Subdivision Name), Madison County, Alabama, is hereby approved by the Planning Commission of the City of Madison, Alabama, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Planning Commission for  
the City of Madison, Alabama

\_\_\_\_\_  
**Chairman**

**CERTIFICATE OF APPROVAL BY THE MADISON COUNTY HEALTH DEPARTMENT**

The undersigned, as authorized by the Madison County Health Department, Alabama, hereby approved the within plat for the recording of same in the Probate Office of Madison County, Alabama, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Health Officer  
Madison County, Alabama

**CERTIFICATE OF APPROVAL BY THE DIRECTOR OF PLANNING AND BUILDING**

The undersigned, as the Director of Planning and Building for the City of Madison, Alabama, hereby certifies that the property and certified plat has been inspected and reviewed and found to be compliant with zoning restrictions and subdivision regulations,

This the \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Director, Planning and Building  
City of Madison, Alabama

**FLOOD HAZARD**

I hereby certify that the property shown hereon lies within flood zone \_\_\_\_\_, as shown on the Federal Insurance Rate Map (FIRM), Community Panel Number \_\_\_\_\_, Date \_\_\_\_\_

\_\_\_\_\_  
Surveyor of Record

**MORTGAGE HOLDER’S DEDICATION**

I, \_\_\_\_\_, authorized representative for \_\_\_\_\_, mortgage holder, have caused that lands embraced in the within plat to be surveyed, laid out and platted to be own as \_\_\_\_\_, a part of \_\_\_\_\_, City of Madison, Madison County, Alabama, and that the (streets, drives, alleys, easements, etc.) as shown on said play are hereby dedicated to the use of the public.

Signed and sealed in the presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Property Owner

**MORTGAGE HOLDERS NOTARY ACKNOWLEDGEMENT**

I, \_\_\_\_\_, a notary public certify that \_\_\_\_\_ authorized for \_\_\_\_\_, Mortgage Holder, whose name is signed to the foregoing certificate who is known to me, acknowledged before me on this Day that being informed of the contents of the foregoing certificate, He as such officer and with the full authority executed the same voluntary for and as the fact of said mortgage holder

In witness whereof, I hereunto set my hand and seal, this the \_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary

**CERTIFICATE OF ACCURACY**

I hereby state that all parts of this survey and drawing have been completed in accordance with the requirements of the minimum technical standards for the practice of land surveying in the State of Alabama to the best of my knowledge information and belief and that the accuracy of the measurements have been substantiated by the computation of a closed field traverse and the relative error of the closure was not greater than \_\_\_\_\_

\_\_\_\_\_  
Surveyor of Record