

## FINAL MAJOR SUBDIVISION CHECKLIST

### PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of the final major subdivision application. Information relative to a Final Major Subdivision can be found in the Subdivision Regulations.

**All plans and application requirements shall be submitted in a PDF format via email.**

- One check for \$300.00 and other applicable fees such as advertising cost as determined by the City
- Completed General Application with an original signature from the Applicant and the Owner
- One copy of a current title policy, title opinion, or title report (no older than 45 days from date of submission)
- All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities.
- If seeking final major plat approval before satisfactory completion of all improvements, a letter of credit in a form satisfactory to the City's attorney and in the amount of 110% of the Engineer's certified estimate of the cost of construction shall be submitted.
- Final plat shall contain the same information, except for any changes or additions required by resolution of the Planning commission, as shown on the preliminary plat. Final plat shall also include the following:
  - The relation of the land so platted to the Government Survey of Baldwin County. 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, and block line, whether straight or curved. This shall include the radius, central angle, point of tangency, tangent distance, and arc and chords.
  - Exact positioning of the permanent monuments shall be identified on the plat by a small circle (o).
  - All dimensions should be to the nearest one-hundredth (1/100) of a foot and angles within plus or minus five seconds.
  - Covenants and/or restrictions, approved by the Planning Commission, governing the use and development of lots and which are to be recorded with the final plat in the Office of Probate Judge of Baldwin County as condition for final plat approval
  - Federal and State permits required for construction of the development shown on the final plat.
- Landscape Plan giving the locations of the improvements which have been installed per approved plan
- As-built construction plans giving details of construction and locations of the improvements which have been installed. If installation of improvements is completed under a letter of credit, the engineering plan shall be submitted to the Planning Commission upon request of release of the letter of credit.
- Engineer's inspection reports and laboratory test results.
- Engineer's certified estimate of the cost at construction.
- Streets and drainage maintenance sureties as required by the Subdivision Regulations.
- Original drawing of plat on reproducible mylar, 24" x 36" only.

If the applicant has any questions or concerns regarding Final Major Subdivision review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
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