



COMMUNITY DEVELOPMENT APPLICATION REQUIREMENTS AND CHECK LIST

FINAL MINOR SUBDIVISION

To be classified as a minor subdivision, the proposed subdivision must meet one of the following criteria:

1. does not contain more than 6 lots fronting on an existing improved street; does not require the installation of new streets, utilities, or other public improvement; and does not adversely affect future subdivision of adjoining land
2. does not require installation of a water or sewer system; has roadway access to each lot with improvements capable of handling anticipated traffic volumes; does not adversely affect future subdivision of adjoining land; and occupies a remote location where the absence of public improvements will not adversely affect urban development within the City or its environs.

This checklist is designed to aid both the Applicant and the City in the processing of the final minor subdivision application. Any final minor subdivision application shall include the following information:

- A pre-application meeting with the City staff is required to review the application procedures and proposed project prior to submission. Applications will not be accepted for review prior to a pre-application meeting.
- One (1) check for \$1,000.00 plus \$75.00/lot and any other applicable fees as determined by the City. The Applicant will be responsible for all advertising costs. The City will bill the Applicant for such costs.
- One (1) completed application with an original signature from the Applicant and the current Owner. All items on the application must be filled in.
- One (1) copy of the recorded ownership interests including liens, encumbrances, title certification in the form of current title policy, title opinion, or title report identifying all transactions for the past twenty (20) years up to the current owner. Warranty deeds will no longer be an acceptable submittal for proof of ownership. In the event of corporate ownership, a list of all directors, officers, and stockholders of the corporation owning more than five (5) percent of any class of stock must be submitted.
- One (1) copy of a tax map with the subject property marked.
- Applicant is to provide certified envelopes addressed to property owners within 100 feet of the subject subdivision and the owner of the property to be subdivided if different from the Applicant. All notifications will be required to be obtained from a title company. Please contact the Community Development Department for the parcel search requirements.
- One (1) copy of the utility letters stating availability of service. Utility letters must be submitted from electric, water, sewer, phone, trash provider, and gas (if applicable) stating the property may be adequately served by such utility.
- All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Community Development Department prior to the initiation of any construction activities; including but not limited to, land disturbing activity, tree removal permits, and building permits. The failure to obtain all required permits or approvals within one (1) year of site plan approval shall void the approved site plan. At the discretion of the Zoning Official, modifications to the approved site plan necessitated by outside agency review that are deemed to be significant may be; 1) approved

administratively, 2) require to be approved by the City approving authority, or 3) resubmitted and processed as a new application.

- One (1) current boundary survey of the property. The boundary survey shall have a complete legal description of the property and the size of the property in acres and/or square feet. Property dimensions are to be shown on all plan sheets.
- One (1) current topographic survey of the property. The topographic survey shall indicate contour intervals at a minimum of 1 foot. All areas classified as wetlands shall be clearly indicated as well as the mean high tide line for those properties that are adjacent to bodies of water.
- A vicinity map locating the subject property to an appropriate scale with a north arrow.
- One (1) 24" x 36" copy of a color aerial photo of the property with the subdivision overlaid showing surrounding properties and streets.
- The plat shall show the following:
 - o Date of the map, approximate true north point, scale, and title of subdivision
 - o Names of all adjoining owners of record, adjoining developments, adjoining streets, and adjoining zoning
 - o Name and address of the owner(s) of land to be subdivided if other than the owner and name of the land surveyor
 - o Location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot and minimum building setback lines
 - o Location of easements, water bodies, streams, and other pertinent features such as wetlands, existing buildings, drainage ditches, and other features as required by the Planning Commission
 - o Finish Ground Elevation shall be shown for each lot. FGE shall comply with the City of Gulf Shores Flood Ordinance and any free board requirements
 - o Locations, dimensions, and areas of all proposed or existing lots
 - o Name of subdivision
 - o Date of plan preparation including all revision dates
 - o Appropriate scale not larger than one (1) inch equals one hundred (100) feet
 - o Preparers name, phone number, and fax number
 - o Seal and signature on each sheet by a registered Land Surveyor
 - o The following notations shall be shown along with any other explanatory information that may be needed:
 - Explanation of drainage easements, if any
 - Explanation of site easements, if any
 - Explanation of reservations, if any
 - Acreage of total tract
 - Smallest lot size
 - Largest lot size
 - Total number of lots
- Form of certificates by the owner, utilities, the Planning Commission Chairman, ect. as found in Appendix B of the Subdivision Regulations.
- Requirements set forth in the Design and Improvement Standards found in Section 6 of the Subdivision Regulations.
- Any additional data, plans, or specifications as the Applicant or the City may believe are pertinent to the final minor subdivision.
- Five (5) full size, folded copies of the plat.

NOTE:

Upon application of the Coastal Construction Setback Line provisions of the Zoning Ordinance of the City of Gulf Shores, the lots on this plat may or may not contain a buildable area of size suitable for the construction of a single-family dwelling or duplex. If a lack of buildable area does exist and resulted from this subdivision or resubdivision, the Board of Adjustment of the City of Gulf Shores may deem the affected lot or lots ineligible for a grant of variance from the Coastal Construction Line setback provisions of the Zoning Ordinance.