

## PRELIMINARY MAJOR SUBDIVISION CHECKLIST

### PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Preliminary Major Subdivision application and is required to be submitted with your application. Information relative to a Preliminary Major Subdivision can be found in Subdivision Regulations.

All plans and application requirements shall be submitted in person. To schedule an appointment please email [planning@gulfshoresal.gov](mailto:planning@gulfshoresal.gov).

#### 1. MINIMUM SUBMITTAL REQUIREMENTS

The items below are required to be submitted for an application to be accepted by the Planning Department. Incomplete application submittals will be returned to the applicant.

- 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).
- First-Class mailings addressed to property owners within 1,000 feet of the subject subdivision, along with Certified Mail to adjoining property owners and the owner of the property to be subdivided if different from the Applicant. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- One current boundary/topographic survey of the property containing a complete legal description of the property, the size of the property in acres and square feet, and contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water
- Engineer Statement of Compliance that the site plan is in compliance with the adopted City of Gulf Shores Fire Codes shall be on file with and accepted by the Fire Code Official. It is the responsibility of the applicant to obtain the requirements for this letter of compliance from the fire code official.
- A subdivision plat
- Subdivision Construction Plans including the following:
  - Landscape Plan
  - Street Plan
  - Storm Drainage Plan
  - Utility Plans
- Traffic Impact Study (if applicable)

#### 2. SUBDIVISION PLAT

- The subdivision plat shall include:
  - Name of subdivision
  - Date of plan preparation including all revision dates
  - A subdivision purpose statement
  - Appropriate scale not larger than one inch equals one hundred feet

- North arrow
- Preparer's name, phone number, and fax number
- Sheet size shall not exceed 24" x 36"
- Names of all adjoining owners of record, adjoining developments, adjoining streets, and adjoining zoning
- Name and address of the owner(s) of land to be subdivided if other than the owner and name of the land surveyor
- Location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot
- Location of water bodies, streams, and other pertinent features such as wetlands, existing buildings, drainage ditches, and other features as required by the Planning Commission
- Location and results of the test borings of the subsurface condition of the tract to be developed
- Location and width of all proposed streets, alleys, and rights-of-way
- Names of all new streets as approved by Baldwin County 911
- Locations, dimensions, and areas of all proposed or existing lots
- Location and width of proposed building setback lines
- Finished Ground Elevations for each lot
- Locations and purposes for all easements
- Locations and dimensions of all property proposed to be set aside for park or playground use, or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation
- Sufficient data acceptable to the Director of Community Development to determine readily the location, bearing, and length of all lines, and to reproduce such lines upon the ground; the location of all proposed monuments
- Blocks shall be consecutively numbered or lettered in alphabetical order. Blocks added to existing subdivisions bearing the same name shall be numbered or lettered consecutively.
- Number all lots in each block consecutively
- The following notations shall be shown along with any other explanatory information that may be needed:
  - Acreage of total tract
  - Use of all lots
  - Total number of lots
  - Largest lot size
  - Smallest lot size
  - Linear feet of streets
  - Explanation of drainage easements, if any
  - Explanation of site easements, if any
  - Explanation of reservations, if any
- Any area within or adjacent within 100 feet to the proposed subdivision subject to inundation by the 100-year flood or subject to periodic inundation from storm drainage overflow or ponding
- Certificates of Approval - Appendix B of the Subdivision Regulations
- A certificate referencing the recordation instrument of the subdivision covenants and restrictions (if applicable)
- Location of the Coastal Construction Line (CCL)
- Location of the Lucido and Oliver fixed mean high tide line (MHT)
- The area between the CCL and the MHT should be identified as "City of Gulf Shores Easement for placement, construction, maintenance, and use of sand stabilization structures, vegetation, vegetation irrigation systems and access structures" and optionally, a reference to the slide

number of the recorded easement. Arrows indicating that this area extends from the CCL and MHT should clearly show the extent and distinguish it from the flood zone boundaries.

- The area seaward of the MHT should be labeled “State of Alabama”

### 3. SUBDIVISION CONSTRUCTION PLANS

- Landscape Plan including but not limited to existing tree locations, plant schedule, fence locations, and detail of fences to be installed
  - Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed subdivision plan, grading plan, and indicate the trees to be preserved and removed
  - Identify all open space areas are to be cleared and sodded for active recreational activities.
  - A ten (10) foot wide landscape strip shall be provided between proposed subdivision and an existing street landscaped with a minimum of one tree and three shrubs for every 25 lineal feet of street frontage, be retained in a natural state, or a combination thereof
  - Street trees shall be planted on both sides of new streets in an alternating pattern approximately one hundred (100) feet apart and at least ten (10) feet from any sidewalk or thoroughfare. Street trees are to be planted on private property and not within the right-of-way and shall be the maintenance responsibility of the home owners association
  - Lakes and retention/detention facilities shall be landscaped with three (3) trees per one-hundred (100) feet of the perimeter of the lake or retention/detention area and be designed as natural features by including native deep-rooted shoreline plantings to stabilize soil, slow run-off, facilitate infiltration and decrease erosion
  - Minimum landscape specifications. Trees are required to be a minimum height of twelve (12) ft, and a minimum three (3) inch Caliper measured at six (6) inches above Grade Level at planting. Palms, when permitted as substitutes, shall have a minimum height of fourteen (14) ft and shall be planted in groups of not less than three (3). All Shrubs shall be a minimum three (3) gallon size at the time of planting
- Street Plan containing:
  - Location and width of all proposed and existing streets, rights-of-way and easements
  - Street names
  - Plan and profile of all streets, showing natural and finished grades drawn to a scale of not less than one inch equals one hundred feet horizontal and one inch equals ten feet vertical
  - Cross sections of proposed streets at a minimum of one hundred feet stations
  - Curve data for the centerline of each street: delta, tangent and radius
  - Location of all required sidewalks and crosswalks
  - Location of all proposed street lights including typical light pole and fixture details
  - Construction details
- Storm Drainage Plan containing:
  - Location of proposed drainage ways, streams, and ponds in the subdivision
  - Topography at one foot intervals (existing and proposed)
  - Location, size, and invert elevations of proposed drainage structures
  - Area of land contributing run-off to each drainage structures along with run-off calculations of each area and drainage calculations for each drainage structure and drainage ditch
  - Location of easements, rights-of-way, or common areas for drainage ways and maintenance access thereto
  - Typical cross sections of each drainage way

- Direction of water flow throughout subdivision and compatibility with existing drainage
- Construction details including conduit schedule
- ❑ Sanitary Sewer Plan, if applicable, containing:
  - Location and size of all existing and proposed sewers in the subdivision and tie points of the subdivision
  - Location of sewer laterals
  - Direction of flow of each sewer line
  - Location of each manhole and other sewage system appurtenances including lift stations, oxidation ponds, and treatment plant, if any
  - Construction details of typical manholes, connections, and other sewage structures
  - Plan and profile of sewage system
- ❑ Water Distribution Plan showing location and size of all elements of the water distribution system including pipes, valves, fittings, hydrants, high pressure pumping equipment, etc.
- ❑ Utility Plans showing the location of all subsurface facilities, serving each lot or parcel of land within the subdivision for:
  - Electrical distribution
  - Telephone lines
  - Gas distribution
- ❑ Construction plans shall include the following:
  - Name of subdivision
  - Date of plan preparation including all revision dates
  - Appropriate scale
  - North arrow
  - Preparer's name, phone number, and fax number
  - Seal and signature on each sheet by a registered Engineer

#### 4. SUPPLEMENTAL INFORMATION

- ❑ One check for \$1,000.00 plus \$75.00/lot and other applicable fees as determined by the City. The applicant shall be responsible for public notification and advertising fees.
- ❑ A colored rendering of the subdivision.
- ❑ One copy of utility letters from electric, water, sewer, 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 Planning and Zoning Department prior to the initiation of any construction activities

---

If the applicant has any questions or concerns regarding this checklist, please email [planning@gulfshoresal.gov](mailto:planning@gulfshoresal.gov) or call 251.968.1164.