



SUBDIVISION APPLICATION

MOBILE CITY PLANNING COMMISSION CITY OF MOBILE

Mailing Address

Urban Development Department
Planning Section
P. O. Box 1827
Mobile, Alabama 36633
Phone: (251) 208-5895; Fax: (251) 208-5896

Location:

Mobile Government Plaza
205 Government Street
Third Floor - South Tower
Mobile, AL 36644

NOTE: ALL of the necessary information for Subdivision approval, as required by the Subdivision Regulations, must be submitted with this application, otherwise, this application will not be considered for approval. Please submit:

- SEVEN (7) copies of this application;
- SEVEN (7) copies of the Engineer's / Surveyor's plats and Legal description;
- DIGITAL copy (DXF or DWG - AutoCAD 2007 compatible) of the Engineer's / Surveyor's plat; and
- Labels and copy of labels.

Subdivision Name: _____

Location: _____

Engineer's Name: _____

Full Address: _____ Zip: _____

Telephone Number: _____

Applicant's Name: _____

Full Address: _____ Zip: _____

Telephone Number: _____

Owner's Name: _____

Full Address: _____ Zip: _____

Telephone Number: _____

Parcel Number (s): _____

Area of property, sq. ft. or acres: _____ Proposed Number of Lots: _____

Section, Township, Range: _____ Flood Zone: _____

Current zoning if located within the City limits: _____

Sanitary facilities provided (Ex.: City water and individual septic tanks): _____

The undersigned submits the enclosed subdivision plan for Tentative Approval by the Mobile City Planning Commission.

Date: _____

Signature of owner or authorized agent of owner _____

Signature of property owner, or letter from property owner authorizing applicant to submit application, is required to file (if applicant is not the owner).

LABELS AND NOTIFICATION REQUIREMENTS: Obtain the names and complete addresses of abutting property owners and property owners directly across the street from the subject property, as shown by the latest assessment records of the Mobile County Revenue Commissioner's Office located in the plat and map room. **ALL property ownership information provided for notification MUST be verified through Probate Court records.** Failure to provide a complete and accurate list will delay your request.

Please Submit :

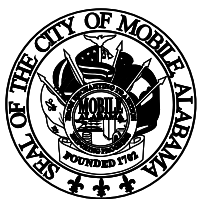
- Three (3) labels TYPED on a standard size (approximately 1" x 2-5/8") white self-adhesive label for EACH name and address (Please use 8-1/2" x 11" sheets of labels);
- Include three labels with the APPLICANT'S name and address, and OWNER'S name and address, if different from Applicant; and
- A photocopy of the typed labels must also be submitted.

APPLICATION FEES

Initial Application: \$50.00 application fee + \$10.00 per lot (1 - 10 lots); \$5.00 each additional lot; + \$1.00 computer usage fee + First-Class Certified Mail with Return Receipt postage fee for applicant and/or owner, each adjacent property owner and each property owner directly across the street. **Application Extension:** \$25.00 flat fee + \$1.00 computer usage fee

LATE FEES: A late fee of 50% of the total application cost will be charged for any applications received after the noon deadline.

PAYMENT: Checks payable to the City of Mobile, credit cards, or cash



SUBDIVISION CHECKLIST

- _____ SEVEN (7) COPIES OF COMPLETED APPLICATION
- _____ LEGAL DESCRIPTION OF SITE IN QUESTION (FROM DEED OR SURVEY, NOT A TAX ASSESSMENT DESCRIPTION)
- _____ SEVEN (7) COPIES OF PRELIMINARY PLAT FOR SUBDIVISION BY A CERTIFIED ENGINEER OR SURVEYOR
- _____ DIGITAL COPY (DXF or DWG – AutoCAD 2007 compatible) OF PRELIMINARY PLAT
- _____ THREE ADDRESS LABELS FOR EACH PROPERTY OWNER; THREE ADDRESS LABELS FOR APPLICANT; AND, IF APPLICANT AND OWNER DIFFER, THREE LABELS FOR OWNER.
- _____ POSTAGE FEE FOR EACH PROPERTY OWNER, APPLICANT AND/OR OWNER. (PLEASE DO NOT SUBMIT ADDRESSED ENVELOPES OR POSTAGE STAMPS)
- _____ ONE PHOTOCOPY OF ADDRESS LABELS
- _____ SIGNATURE OF PROPERTY OWNER OR LETTER AUTHORIZING APPLICANT TO SUBMIT APPLICATION

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE PROCESSED. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY THE PROCESSING OF YOUR REQUEST.

**IF YOU HAVE ANY QUESTIONS
PLEASE CALL (251) 208-5895**

"NOTIFICATION REQUIREMENTS

Effective January 1, 2007, ALL property ownership information provided for notification MUST be verified through Probate Court records. This new policy, which is the result of an Alabama Court Decision, will ensure proper legal notification of the current owner if the property has sold since the last assessment records. It is the applicant's responsibility to verify this information; and failure to do so may cause delays in processing or a decision by the Planning Commission or Board of Zoning Adjustment."