

## 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 via the Gulf Shores Online Licensing and Permitting Portal - <https://www.gulfshoresal.gov/747/PZ-PermitsApplications> .**

#### 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.

- A \$300.00 application fee.
- A completed General Application with an original signature from the Applicant and the Owner.
- A current title policy, title opinion, or title report (no older than 45 days from date of submission).
- Certified envelopes addressed to property owners within 100 feet of the subject subdivision. The list of names and addresses is required to be obtained and certified by the Baldwin County Revenue Department.
- Inspections and tests reports from each affected utility company (water, sewer, electric, natural gas, cable/internet and refuse provider) to ensure conformance with all applicable regulations.
- A final plat.
- As-built construction plans giving details of construction and locations of the improvements (including landscaping) which have been installed.
- Subdivision Covenants & Restrictions.
- Engineer's inspection reports and laboratory test results.
- Engineer's certified estimate of the cost at construction.
- Maintenance sureties as required by the Subdivision Regulations.
- If seeking final major plat approval before satisfactory completion of all improvements, a performance surety in an amount of 150% of the Engineer's certified estimate of the cost of construction shall be submitted.

#### 2. FINAL PLAT REQUIREMENTS

- The 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.

If the applicant has any questions or concerns regarding this checklist, please contact Mell Davis, Administrative Assistant, 251.968.1164, [mdavis@gulfshoresal.gov](mailto:mdavis@gulfshoresal.gov) .