



SUBDIVISION REVIEW REQUIREMENTS

City of Creola Planning Commission
Creola, Alabama

PRELIMINARY PLAT CHECKLIST

MAJOR SUBDIVISION

This checklist must be complete and accompany any Preliminary Plat submitted to the Creola Planning Commission for review along with the application for a major subdivision and receipt of all applicable fees paid. This document serves as the Preliminary Plat checklist for a major subdivision. Please note that a separate Final Plat checklist will be required once the infrastructure improvements are complete for the major subdivision. The Planning Commission will not accept and review incomplete applications.

*These requirements are considered **minimum standards** and additional information may be required for approval if requested by the Creola Planning Commission.*

The Preliminary Plat shall be prepared, signed, and sealed by a licensed and certified Land Surveyor or Professional Engineer registered in the State of Alabama. It shall be drawn to a scale of no less than one inch (1") equals one hundred feet (100').

The following list of items are required and shall be included ON THE PLAT and shall meet the minimum standards set forth in these Subdivision Regulations.

SUBMITTED			ITEM	COMPLIANT		
YES	NO	N/A		YES	NO	N/A
APPLICANT & GENERAL INFORMATION:						
			1. Name and address of land owner of record, applicant, or authorized representative (form required for authorized agent if applicant is not land owner);			
			2. Current Title Policy, Title Opinion, Title Report, (within 60 days) or deed to verify ownership of land;			
			3. Name, address, phone number, seal, and registration number of the Licensed Professional Surveyor or Engineer who prepared the plat, registered in the State of Alabama;			
			4. Name of proposed subdivision and phase number, if applicable;			
			5. Names and addresses of all land owners immediately adjacent to property being subdivided, including those across any impediments (street, water course, railroad, corporate boundary line, etc.) to be notified via certified registered mail. Property owner information shall be listed as it appears on the tax records of the Mobile County Tax Assessor Office;			
SURVEY DATA:						
			6. Boundary survey of entire property showing exact boundaries with all existing parcel lines indicating preliminary distances and bearings;			
			7. Date of survey;			
			8. North Arrow (pointing north);			
			9. Graphic Scale (not less than 1" = 100');			

			10. Legend;			
			11. Parcel number(s);			
			12. Legal Description;			
SUBMITTED			ITEM	COMPLIANT		
YES	NO	N/A		YES	NO	N/A
			13. Vicinity map showing the relative location of the proposed subdivision, indicating not drawn to scale, in relation to the adjacent street(s) and area;			
SITE DATA:						
			14. Total acreage of land to be subdivided;			
			15. Total number of newly created lots;			
			16. Proposed lot lines showing total length in feet;			
			17. Total square footage and acreage of each newly created lot indicating lot number(s);			
			18. Total number of newly created blocks with block number(s);			
			19. Minimum lot size;			
			20. Maximum lot size;			
			21. Net density per acre;			
			22. Minimum finished floor elevations for every lot;			
			23. Proposed minimum building setback lines according to the zoning district showing distances in linear feet from proposed structure(s) to property lines for front, rear, sides, and waterside yard setbacks);			
			24. Indication of the proposed use of property and zoning classification;			
			25. Location of all existing and proposed buildings and/or structures, indicating proposed use;			
			26. Proposed location of all land dedicated for open space and usable common area(s), including assigned lot number and Note indicating that common areas are not intended to be buildable lots for conversion to residential use;			
			27. Proposed location of all land dedicated for the purpose of detention and/or retention facilities, clearly identifying and labeling all maintenance and access easements for the facilities, and with a Note indicating ownership and responsible entity of maintenance of the common areas and detention/retention facilities;			
			28. Location and dimension of all water courses and/or water bodies on or within 100 feet of property, showing the required twenty-five foot (25') buffer;			
			29. Location of all jurisdictional boundaries, railroads, and transmission lines;			
			30. Location of all proposed street lights and street signs;			
			31. Location of concrete and/or official monuments;			
INFRASTRUCTURE & UTILITY DATA:						
			32. Names and locations of all existing streets, rights-of-way, alleys, and easements within and adjacent to proposed subdivision, including dimension of each and the purpose of the easements;			
			33. Location of all proposed streets, rights-of-way, alleys, and easements including dimension of each (distance in linear feet) and the purpose of the easements;			
			34. Lot frontage on public streets (showing width in linear feet) and proposed access thereto-means of ingress and egress to and from the property with			

			dimensions of each, to include traffic flow diagrams;			
			35. Location and dimensions of all proposed sidewalks and ramp downs;			
			36. Location of existing public utilities, sanitary sewers, drainage structures, including facilities within and adjacent to the proposed subdivision;			
SUBMITTED			ITEM	COMPLIANT		
YES	NO	N/A		YES	NO	N/A
			37. Location of proposed public utility layouts (sanitary sewers, water, drainage structures, gas, and electricity), including pipe sizes, and location of valves, indicating feasible tie-in connection locations; showing facilities within and adjacent to the proposed subdivision; confirmation that all new utilities will be installed underground;			
			38. Location of all existing and proposed fire hydrants;			
			39. Any and all off-site improvements i.e. turn lanes, traffic signals, etc.;			
ENVIRONMENTAL DATA:						
			40. Topography using contours at vertical intervals of not more than two (2) feet based on USGS-MSL datum.			
			41. Location of wooded/forested areas, marshes, cultural and/or any known or recorded historical artifacts, and any other natural features or man-made conditions affecting the site;			
			42. Location of all federally classified wetlands, as determined by U.S. Army Corps of Engineers, indicating required thirty foot (30') buffer;			
			43. Flood Zone Designation-Location and extent of all land subject to flooding by the overflow or ponding of storm water within the one hundred (100) year floodplain. Special flood hazard areas and/or coastal high hazard areas must be drawn on Plat as indicated on the latest Flood Insurance Rate Map (FIRM) for the area including a statement to that effect;			
			44. Erosion control measures to be used during construction of the subdivision;			
			45. Tree inventory indicating all trees to be removed and replaced;			
			46. Tree protection methods used during construction;			
SIGNATURE BLOCKS:						
			47. List of all utility providers to the site;			
			48. Signature block of all required signatures of approval from the following as to verify availability and capacity of services to site: <ul style="list-style-type: none"> — City Building Official — Chairman of the Creola Planning Commission — City Engineer, if applicable — Mobile County Engineer, if applicable; — Water Utility Superintendent — Sewer Utility — Fire Chief — State and/or County Health Department, if applicable NOTE: Utility providers may submit a statement on company letterhead in lieu of a signature block.			

			49. Inscription stating “Preliminary Plat” and “Not for Final Recording”;			
			50. Any other special survey notes about the property;			
			51. Attached copy of all required state and federal permits, if applicable.			

GENERAL NOTES:

General Notes, at a minimum, should include the following:

- All utilities will be constructed underground;
- For corner lots the building orientation will dictate the location of front, rear, interior side and corner yard setbacks;
- Statement that common, open space areas are not intended to be buildable lots for conversion to residential use;
- If subdivision is part of a multi-phase development, a master plan illustrating the overall development shall be submitted to the City of Creola. Where a phased development is proposed, the preliminary plat shall include all phase lines and a master plan showing the continuity of development proposed for the entire project. Each phase shall satisfy the requirements of these regulations individually.
- Traffic Data and Traffic Study – Applications for high density, major subdivisions creating (50) lots or more, or any phased project, shall require a traffic impact analysis which shall include trip generation data showing the projected average daily traffic (ADT) in a 24-hour period and projected peak-hour traffic generated by the development in the subdivision application. Peak hour traffic shall generally be the hours between 7 A.M. and 9 A.M. for morning and 4 P.M. and 6 P.M. for the evening and include the consecutive 60 minute segment in which traffic counts are projected to occur. A traffic study shall be required for all applications that will generate an average daily traffic (ADT) count of 1,000 trips or more, or which will generate 50 trips or more during any peak hour period. An agent selected by the City of Creola and paid for by the applicant shall perform the traffic study. The traffic study shall be used to determine what on-site and off-site street or traffic improvements may be necessary due to the development. The results and any corrective measures necessary shall be included as part of, and in addition to, the requirements for preliminary subdivision plat.
- REQUIRED CONSTRUCTION PLANS. The following plans must be included with any application for a major subdivision and shall be signed and stamped by the registered professional engineer of record. See Subdivision Regulations for list of required items for each plan.
 1. Street Plan
 2. Drainage Plan
 3. Erosion Control Plan
 4. Utility Plan
- Copy of all required federal and state permits;
- The City of Creola shall not be responsible for maintenance of common, open space areas;
- The City of Creola reserves the right to require the maintenance of all private drainage facilities, including detention/retention facilities, to prevent potential flooding and/or eliminate public health and safety threats or nuisance caused by said drainage facilities.