



CITY OF CREOLA, ALABAMA

SUBDIVISION APPLICATION PACKET CHECKLIST

Please check each box to ensure all items have been completed in full and included in the application packet before submission to the City of Creola.

Thank you for your assistance!

- A completed Preliminary and/or Final Subdivision Plat Review Application available at Creola City Hall and on the City's website;
- Receipt for the required application fee confirming all fees have been paid in full;
- Copy of deed to the subject property;
- Completed Authorization to Act as Applicant form, if applicant is not property owner;
- Completed Adjoining Property Owners form with all names and addresses who are to receive notice of the subdivision via certified mail;
- Completed a Pre-Application and Sketch Plan meeting with City, if applicable;
- Completed Subdivision Plat Checklist;
- Three (3) paper copies of the Subdivision Plat, sized 24 x 24;
- One (1) digital copy in PDF format;
- Submitted to the Building Official at least fifteen (15) days prior to the regularly scheduled meeting of the Planning Commission for minor subdivision and thirty (30) day prior to the meeting if major subdivision;
- Copy of all engineering plans, if applicable;
- Copy of Land Disturbance Permit, if applicable;
- Copy of all other required local, federal, and state permits, if applicable.