

**CITY OF DAPHNE
COMMUNITY DEVELOPMENT
FINAL PLAT REVIEW CHECKLIST
ARTICLE XVII**

An application for Final Plat Review shall be accompanied by a plat which provides the following information unless said requirement is waived by the Director of Community Development. If requested by the Planning Commission, additional information may be required for consideration.

1. North arrow, graphic scale of not less than 1" = 100' and date drawn.
2. Vicinity map showing location.
3. Name and address of owner of record and subdivider.
4. Name and registration number of surveyor and engineer.
5. Proposed name of subdivision and parcel identification number.
6. Legal description and acreage.
7. Exact boundary lines of the tract by bearings and distance, also bearings and distance to the nearest established street lines or official monuments, location of concrete monuments, section corner accurately tied to the lines of the subdivision by distances and bearings to an adjacent plat which is tied to a section corner.
8. Site data table for residential development shall include at least the following:
 - a. Acreage in total tract;
 - b. Smallest lot size;
 - c. Total number of lots;
 - d. Density;
 - e. Total area and percentage of open space (recreation areas and other common areas-not detention/retention);
 - f. Total area and percentage of detention/retention facilities;
 - g. Total linear footage of proposed streets;
 - h. Zoning district;
 - i. Minimum building setbacks; and,
 - j. Minimum finished floor elevation of buildings.
9. Site data table for commercial development shall include all items listed in #7 above except items c, e and f.
10. Names and addresses of owners of record of adjoining land.
11. Recording number of all adjacent existing subdivisions.
12. Block letters and lot numbers.

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13. Indication of zoning district(s) and the proposed use of all land within the subdivision with any restrictions on the lots.
14. Proposed lot lines with bearings and distances, square footage or acreage of each lot. Dimensions to the nearest one-hundredth (1/100) foot and bearings to the nearest second.
15. Proposed minimum building setback lines shown for each lot and clearly labeled on the plat.
16. Existing streets, utilities, and easements on and adjacent to the tract including the name, size and width of each; include buildings, water courses, transmission lines, drainage structures, public utilities, jurisdiction lines, public utility easements on or adjacent to the land within 100 feet.
17. Layout of all proposed public and/or private rights-of-way, alleys and easements including the name, size and width of each.
18. Temporary turn-a-rounds and/or barricades.
19. Proposed roadway fire hydrants shall be located along each street at the center of each block and at one corner of each roadway intersection provided that in no event shall fire hydrants be spaced so that any fire hydrant is located more than five hundred (500) feet from another fire hydrant.
20. Provision for recreational area in accordance with Article 11 of the Land Use & Development Ordinance.
21. Proposed location of all land dedicated on the plat for common areas and detention ponds. Clearly identify and label all maintenance and access easements for detention/retention facilities.
 - a. Common areas should be denoted with lot numbers, for example CA.1, CA.2, D.1, D.2, etc.
 - b. Note indicating ownership and maintenance of the common areas.
 - c. Note indicating that common areas are not intended to be buildable lots for residential use.
22. Location of on-site water bodies, ephemeral stream and/or wetlands, lakes and swamps and land subject to flooding as determined from past history of flooding, and as delineated by the U.S.G.S. or U.S. Corp of Engineers.
23. Location of wetlands and all stream and/or buffers required as prescribed in Article 18 of the Land Use & Development Ordinance.
24. Identify low-lying lands along watercourses subject to flooding or overflowing during storm periods.
25. Wooded areas, cultural resources and any other conditions affecting the site.
26. Any area within 100 feet of the proposed subdivision subject to inundation by the 100 year flood, or subject to periodic inundation by storm drainage overflow or ponding, shall be clearly shown and identified.

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- 27. General Notes, at a minimum, should include the following:**
- a. All utilities will be constructed underground;
 - b. On buildable lots sidewalks will be installed at the time of residential construction.
 - c. 10 foot utility easement on all lot lines adjacent to the right-of-way and 15 feet (7.5 feet on both sides) along all side lot lines;
 - d. For corner lots the building orientation will dictate the location of front, rear, interior side and corner yard setbacks;
 - e. If applicable--Note: This subdivision is part of a multi-phase development. A master plan illustrating the overall development is on file in the Department of Community Development.
 - f. The City of Daphne shall not be responsible for maintenance of common areas;
 - g. The City of Daphne reserves the right to require the maintenance of all private drainage facilities to prevent potential flooding and/or eliminate public health and safety threats or nuisance caused by said drainage facilities;
- 28. Certifications, at a minimum, should include the following:**
- a. Surveyor;
 - b. Engineer;
 - c. Special Flood Hazard Area or Flood zone;
 - d. Land owner(s);
 - e. Notary Public to certify land owner(s)' signature;
 - f. Mortgagee's certification (if applicable);
 - g. Notary Public to certify mortgagee's signature;
 - h. County Board of Health (*Not applicable when sanitary sewer is installed*);
 - i. City of Daphne Planning Commission;
 - j. City of Daphne Director of Community Development;
 - k. City of Daphne Director of Public Works (*Not applicable if located in the County*);
 - l. Utilities Boards;
 - m. County Engineer, if applicable.
- 29. If applicable, Landscape and Irrigation As-Built Drawings for sign location, formal open space and recreation areas and other areas as designated by the Land Use & Development Ordinance.**
- 30. ALL APPLICABLE AS-BUILT CONSTRUCTION DRAWINGS (SIGNED) MUST BE PROVIDED IN PAPER & ELECTRONIC FORMAT COMPATIBLE WITH ARC INFO 9.3: PROJECTED COORDINATE SYSTEM: NAD_1983_STATE PLANE_ALABAMA_WEST_FIPS_0102_FEET.**

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ACKNOWLEDGEMENT:

This checklist does not nullify any requirement listed in the Land Use & Development Ordinance. As the Project Manager, it is my responsibility to ensure that all requirements are met.

Certified By: _____
(Signature of Project Manager)

Contact Number: _____