



PRELIMINARY PLAT APPLICATION

Office use only: Rev072516	Date Plat Submitted:
Application Number: SDP-	Date Project Presented:

Legibly print or type responses below. Indicate N/A or an "X" where item is not applicable.

SITE DATA

Name of Subdivision: _____

Site Location: _____ Inside Corporate Limits? **YES/NO**

- Site Description: Section _____ Township _____ Range _____ Acres: _____
- Total Number of Phases: _____ Total Number of Lots: _____ Overlay District: _____
- PPIN#: _____ Zoning Designation(s): _____
- List Necessary Exceptions or Modifications to Subdivision Regulations: _____
- Legal Description: _____
(where necessary, attach separate sheet with header entitled "Legal Description for [Name of Project]")
- Instrument# or Slide# of Existing Record Plat: _____
- Utility Sources: Water [_____] Sewer [_____]
- If the site is in unincorporated Baldwin County, then attach proof that the plat and construction plans have been submitted for County approval. Is such proof attached? **YES/NO**

Staged Development or Expansion of Existing Development: If this plat is or will be located in a multi-phase subdivision then a master plan is required. Either an existing master plan must be on file in Community Development or a proposed master plan must be submitted for Planning Commission approval. Is master plan attached? **YES/NO**

CONTACTS

*Name of Owner:	Phone:
*Name of Developer:	Phone:
Mailing Address:	Fax:
Name of Authorized Agent:	Phone:
Mailing Address:	Fax:
Name of Design Engineer:	P.E. License#:
Firm Name:	Phone: Fax:
E/O Insurance Policy Number:	
Pending claims on policy?	Attached copy of the Declaration page? YES/NO
City Business License# for Firm:	
Name of Landscape Architect:	L.A. License#:
Firm Name:	Phone: Fax:
City of Daphne Business License# for Firm:	

*If an LLC or LLP, provide name of Registered Member or Agent: _____

The undersigned acknowledges that all information submitted is true and accurate; also, acknowledges that preliminary subdivision plat approval shall be authorization to request a Site Disturbance Permit. No land disturbing activities shall occur on site until the site disturbance permit has been issued by the Department of Community Development.

Signature of Applicant/Authorized Agent: _____

(Date) _____



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Please complete this chart if applicable.

Staged Development Plan

Phase Number	Total Residential Lots Per Phase
Total	Total

Anticipated start date for first phase: _____

Anticipated completion date: _____

Anticipated timeframe for the overall development: _____ months/years.



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CERTIFICATION OF ADJACENT PROPERTY OWNER NOTIFICATION LIST

Public hearings for zoning amendments, vacation of easements and/or rights of way, and subdivisions as provided for in the 1975 Code of Alabama (as amended) requires advance notification to adjacent property owners. The list of names and addresses shall be a current listing obtained from the Baldwin County Revenue and/or Office of the Probate Judge.

We, the owner of subject property and project engineer, do hereby certify that the attached adjacent property owners' list was obtained from the Baldwin County Revenue and/or Office of the Probate Judge and is to the best of our knowledge is a current list of all real property owners adjacent to the subject property.

ALL SIGNATURES REQUIRED

Project Civil Engineer Name (PRINT LEGIBLY)

Registration Number

Project Civil Engineer Signature

Date

Owner/Authorized Agent Name (PRINT LEGIBLY)

Owner/Authorized Agent Signature

Date

Attach Adjacent Property Owner (APO) List following this page.
Is the APO Attached? YES/NO

PRELIMINARY PLAT SUPPLEMENT

In order to file an application for preliminary plat approval, the following items must be submitted. A transmittal letter listing the information and documents submitted shall also be provided.

- Recorded warranty deed of the subject property (proof of ownership of the property).
- Original preliminary plat application signed by the owner or authorized agent/representative.
- Original letter of authorization signed by the owner (not applicable if owner is filing the application).
- Fee in the amount of [\$335.00 plus (certified mail cost per required notice letter) plus (\$20 per lot)]—check payable to “The City of Daphne.”
- Adjacent property owners’ list (APO) is the list of names and addresses of all adjoining property owners, including those across a street or railroad right-of-way, as shown in the public records of Baldwin County. (Attach one set of mailing labels for each of the adjacent property owners outlined on the list and for the petitioner).
- Certification of APO Notification List.
- Certification of Engineering Design for Subdivision Approval form.
- Preliminary Plat Supplement.
- Preliminary Plat Design Review Checklist.
- Preliminary Plat and Construction Plans.
- Subdivision master plan (provide 24 x 36, 8 ½ x 11 and 11 x 17 prints). Previously approved or pending Planning Commission approval—if applicable.
- Preliminary plat and appropriate utility sheets or construction drawings have been submitted to (check all applicable utilities):
_____ Belforest Water, _____ Park City Water, _____ Fairhope Gas, _____ Baldwin County Sewer System, _____ Riviera Utilities, _____ Other _____ . Check all applicable utilities.

Failure to deliver plans may cause your case to be postponed until a later Planning Commission hearing.

Plan Delivery Statement (mark the appropriate response)

_____ I have personally delivered plans to all city reviewers and all appropriate utility companies.

_____ I request that Community Development deliver plans and documents to city reviewers through inter-office mail. Each of the items required below has been submitted and a transmittal letter with my contact information has been provided for each reviewer.

_____ It is my responsibility to follow up with city reviewers to verify receipt of the plans delivered by Community Development and it is my responsibility to contact appropriate utility companies in regard to this project.

Submitted by: _____ Date: _____
 Owner or Authorized Agent

Processed by: _____ Date: _____
 Planning Coordinator

24x36 prints unless stated otherwise	SITE PLAN	DRAINAGE CALCULATIONS (PDF)	UTILITY PLAN	DRAINAGE & GRADING PLAN	CBMPP 11 X 17	SIGN DETAILS 8.5 X 11	COASTAL AREA SITE PLAN
Public Works	X	X	X	X			
Environmental Programs				X	X		
Fire Marshal			X				
Daphne Utilities			X	X			
Code Enforcement						X	
Building Official							X
Applicable Utility Companies			X				

All additional plan sets and/or electronic files must be delivered to all respective utility providers no later than the application deadline.

Failure to deliver the plans may cause your case to be postponed until a later Planning Commission hearing.

All plans should be delivered on the deadline or before. LATE APPLICATIONS SHALL NOT BE ACCEPTED. PARTIAL APPLICATIONS WILL NOT BE PROCESSED.

As the owner or representative for the owner, it is my responsibility to follow up with city reviewers to verify receipt of the plans delivered by Community Development and it is my responsibility to contact appropriate utility companies in regard to this project.

Submitted by: _____ Date: _____
Owner or Authorized Agent

Office Use Only:	Date Reviewed by Planning Coordinator:
Reviewer's Notes:	

ADDITIONAL INFORMATION & CLARIFICATIONS

- ✓ **Preliminary plat application** must be the originally typed and signed document. No fax copies please.
- ✓ **The Letter of Authorization** must be signed by all owners (grantees) listed on the deed. For example, if John Doe and Joe Doe own the property, then both names must be either on the application or both names must be signed on the Letter of Authorization granting the agent the right to sign the application and related documents. If property is owned by multiple owners, each owner must grant authorization to the appointed agent.
- ✓ **Articles of Incorporation** (applicable only if the property is owned by a company) or suitable documentation which lists the name of the individual legally authorized to represent that particular company, and to sign the application)
- ✓ A **recorded warranty deed** or circuit clerk's deed must be provided for each parcel within the proposed development.
- ✓ Arrangements may be made with Community Development **for inter-office delivery** of these documents; however, it is the Project manager's responsibility to follow up with each reviewing entity.
- ✓ **Signatures** are required in several places. **Make sure that all forms are completed and signed** by the appropriate individual.