AGENDA ITEM # _____

# APPLICATION FOR SUBDIVISION APPROVAL

## PLANNNING DEPARTMENT

**700 FOX TRAIL**
**OPELIKA, AL 36801**

PC DEADLINE: _____ PC MEETING: _____

**SITE ADDRESS:** _____

**PROPERY OWNER:** _____

**APPLICANT/AUTHORIZED REPRESENTATIVE:** _____

**MAILING ADDRESS:** _____

**PHONE NUMBER:** _____ **FAX NUMBER:** _____

**EMAIL ADDRESS:** _____

TYPE OF PLAT APPROVAL REQUESTED

☐ SKETCH PLAN ☐ ADMINISTRATIVE ☐ PRELIMINARY ☐ FINAL

Does the subdivision require any other official action by the City? _____

☐ Annexation ☐ Rezoning ☐ Other _____

**PARCEL INFORMATION**

Subdivision Name: _____

Current Land Use: _____

Current Zoning: _____

Proposed use of the Subdivision: _____

_____

☐ Residential ☐ Commercial
☐ Manufacturing/Industrial ☐ Office/Industrial

Number of Lots: _____ x $3.00 = $_____

Number of APO: _____ x $6.49 = $_____
(Adjacent Property Owners)

Fee: $75.00

**TOTAL** = _____

**PAID** _____

I, the undersigned, hereby request the Opelika Planning Commission review the Subdivision Plat for (name of subdivision) _____Subdivision. I understand that I must provide certain information as noted in Section 4.2, Section 4.3, and/or Section 4.4 of the Opelika Subdivision Regulations in order for the Planning Commission to review my plans. The City may require additional information or requirements, or waive certain requirements, at any time during the process. Failure to provide accurate and complete information may result in disapproval by the Planning Department and/or Planning Commission. This application, plat, and all other information are submitted with the full authorization and knowledge of the property owner(s). The undersigned below hereby swears to be the authorized applicant designated by the property owner(s) as representative or agent for the property owner(s) and therefore authorized to make said application and submit said documents on this request. The undersigned authorizes the City to inspect the subject property as necessary in reviewing the above referenced request.

| **OWNERS/AUTHORIZED REPRESENTATIVE SIGNATURE:** | **DATE:** |
|---|---|
| **( PRINT NAME)** | |

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## SUBDIVISION PLAT APPROVAL REQUIREMENTS AND INFORMATION

1. Application is due the 1st Tuesday of each month. (Meeting is on the 4th Tuesday of each month at 3:00 p.m.; Work Session is on Tuesday at 3:00 p.m. before Planning Commission each month).

2. Application signed by property owner and/or authorized applicant.

3. List adjacent property owners on separate sheet.

4. Submit 26 copies of the plat (21 – 11 x 17 if legible; 4 – 24 x 36; 1 – 8 x 11). Copies must accompany and be made part of this application.

5. For preliminary plat approval only or preliminary & final approval combined, if allowed: **$75 application fee, plus $6.49 each certified letter, plus $3 each lot** in subdivision. Checks payable to City of Opelika. For final plat approval only or administrative plat approval only: $75 application fee.

6. Approval of a preliminary plat by the Planning Commission shall expire in one year after approval date; approval of a final plat by the Planning Commission shall be null and void if the plat is not recorded within 120 days after approval date.

7. Final plat approval shall not be given at the same Planning Commission meeting when preliminary approval is requested if public infrastructure improvements are required. When public improvements are required 20 days must lapse between preliminary and final approval.

8. Planning Commission Deadline – 1st Tuesday of each month
   Planning Commission Work session – Tuesday before Planning Commission each month Planning Commission Regular meeting – 4th Tuesday of each month