



**APPLICATION FOR
SUBDIVISION APPROVAL**
PLANNING DEPARTMENT
700 FOX TRAIL
OPELIKA, AL 36801



DEADLINE: _____ MEETING: _____

SITE ADDRESS: _____	
PROPERTY OWNER: _____	
APPLICANT/AUTHORIZED REPRESENTATIVE: _____	
MAILING ADDRESS: _____	
PHONE NUMBER: _____	FAX NUMBER: _____
EMAIL ADDRESS: _____	
TYPE OF PLAT APPROVAL REQUESTED	
<input type="checkbox"/> SKETCH PLAN	<input type="checkbox"/> ADMINISTRATIVE
<input type="checkbox"/> PRELIMINARY	<input type="checkbox"/> FINAL
Does the subdivision require any other official action by the City? _____	
<input type="checkbox"/> Annexation	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Other _____	
<u>PARCEL INFORMATION</u>	
Subdivision Name: _____	Number of Lots: _____ x \$3.00 = \$ _____
Current Land Use: _____	Number of APO: _____ x \$7.00 = \$ _____ (Adjacent Property Owners)
Current Zoning: _____	Fee: \$75.00
Proposed use of the Subdivision: _____	TOTAL = _____
<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
<input type="checkbox"/> Manufacturing/Industrial	<input type="checkbox"/> Office/Institutional
PAID _____	
<p>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.</p>	
OWNERS/AUTHORIZED REPRESENTATIVE SIGNATURE:	DATE
(PRINT NAME)	

AUTHORIZED TO ACT AS APPLICANT FOR PROPERTY OWNER

I, _____, being owner/authorized manager of the property(s) as described in this Subdivision Application hereby authorize

_____ to act as my representative in all decisions concerning the subdivision of my property(s) before the Opelika Planning Commission and City Council.

Property Owner's Signature _____ Date _____

STATE OF ALABAMA
COUNTY OF LEE

I, _____, a Notary Public in and for said County and State, hereby certify

that _____, whose name is signed to the foregoing document, and who is known to me or acknowledged before me on this day, that being informed of the contents of said document, did execute the same voluntarily on the day that bears the same date.

Given my hand and seal of office this _____ day of _____,

Notary Public

My Commission Expires: _____

SUBDIVISION APPLICATION REQUIREMENTS AND INFORMATION

1. Application due 1st Tuesday of each month. (Meeting 4th Tuesday of each month at 3:00 PM CT; Work Session is 4th Tuesday each month at between 2:00 and 2:45 PM CT before each PC Meeting, start times may vary depending on what must be covered during the Work Session. Times for each session are given in the agenda documents).
2. Application signed by property owner and/or authorized applicant.
3. Complete the 'Authorization to Act as Applicant', if applicable
4. Provide copy of the current Deed for the subdivision property
5. Provide a List of adjacent property owners on separate sheet.
6. 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.
7. For preliminary plat approval only or preliminary & final approval combined, if allowed: **\$75 application fee, plus \$7.00 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.
8. 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.
9. 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.