

**CHECKLIST FOR SUBDIVISION REVIEW
BEFORE THE PLANNING COMMISSION OF
THE CITY OF JACKSONVILLE, ALABAMA**

(Name of Subdivision)

By initialing each of the following items, the applicant certifies that application for Subdivision Review herewith submitted includes, at the minimum, the following:

1. Two (2) full-size Preliminary Plat and Improvements Plan or Final Plat and as-built drawings or Final Plat with performance bond along with one (1) 11 x 17 copy of the Preliminary Plat or Final Plat.
- _____ 2. Transmittal letter including the following:
 - _____ a. a brief description of the proposed development
 - _____ b. the names, addresses, phone numbers, and other pertinent information for:
 - _____ (1) the property owner(s)
 - _____ (2) the developer(s)
 - _____ (3) the engineer (if none, so indicate)
 - _____ (4) the applicant's designated agent/contact person (only one)
- _____ 3. The following attached to the transmittal letter,
 - _____ a. Requirements for plats to be submitted
 - _____ b. Utility Information Form for Subdivision Review
- _____ 4. Designation, on a form to be provided by the City, of applicant's agent/contact person specifically authorizing said person to act on behalf of applicant in all aspects of the Subdivision Review process.

And that the Subdivision Plan herewith submitted:

- _____ A. Is at a scale no greater than one (1) inch equals one hundred (100) feet.
- _____ B. Is accurate enough for the Planning Commission to readily interpret the plan and includes more than one drawing where required for clarity.

**DESIGNATION OF APPLICANT'S
AGENT/CONTACT PERSON
FOR SUBDIVISION REVIEW
BEFORE THE PLANNING COMMISSION OF
THE CITY OF JACKSONVILLE, ALABAMA**

(Name of Subdivision)

STATE OF ALABAMA
COUNTY OF CALHOUN

KNOW ALL MEN BY THESE PRESENTS, that on this _____ day of _____, _____, I/We _____, the undersigned, do by this instrument make, constitute, appoint, and designate _____ as my/our true and lawful Agent/Contact Person for all proceedings relating to the Subdivision Review of the proposed subdivision herewith submitted to the Planning Commission of the City of Jacksonville, for and during the period such review is pending or until earlier revoked by written notice to said Planning Commission.

Said Agent/Contact Person is hereby authorized to act on behalf of Applicant in all matters and aspects of the review process, GIVING AND GRANTING, unto said Agent/Contact Person full power and authority to do and perform every act, deed, matter and thing necessary, desirable and expedient, to accomplish the foregoing specified purpose and ratifying and conforming all acts and purposes lawfully done pursuant to the authority herein above referred.

Witness

Applicant

Witness

Applicant

Witness

Applicant

Witness

Applicant

REQUIREMENTS FOR PLATS TO BE SUBMITTED

By initialing each of the following items, the applicant certifies that application for Subdivision Review herewith submitted includes, at the minimum, the following:

	Preliminary Plat	Final Plat
<u>Engineering Reports</u>		
(regarding water pressure and flow)	x _____	
<u>Vicinity Sketch Map</u> (scale 1" = 800')		
Name and Location	x _____	x _____
Owner and Designer	x _____	x _____
North Point, Graphic Scale, Date	x _____	x _____
Boundaries, Approximate Dimensions, and Acreage of Site	x _____	x _____
Major Traffic Arteries and Utilities	x _____	x _____
Community Facilities	x _____	x _____
<u>Subdivision Plan</u> (scale 1' = 100 max)		
Name and Location	x _____	x _____
Owner and Designer	x _____	x _____
North Point, Graphic Scale, Date	x _____	x _____
Location of Streets	x _____	x _____
Street Names	x _____	x _____
Lot Lines	x _____	x _____
Lot Numbers		x _____
Setback Lines	x _____	x _____
Existing Utilities	x _____	
Proposed Utilities	x _____	
	Preliminary Plat	Final Plat

Proposed Culverts	x _____	
Dimensions (lots, roads)	x _____	x _____
Angles and Bearings, monuments		x _____
Contours at 5-foot intervals	x _____	
Present Zoning	x _____	
Adjoining Property Names, Addresses	x _____	x _____
Total Acreage of Subdivision	x _____	
Certificates as Required		x _____
Proposed improvements requested of the City (utility extensions)	x _____	

IMPORTANT!! Attach this checklist to your Transmittal Letter for Subdivision Review.



UTILITY INFORMATION FORM FOR SUBDIVISION REVIEW

(Name of Development)

The Applicant, Designated Agent, or their design professional should provide the following utility information. This information will allow the city to verify if existing utilities are available and adequate for the development or if improvements to the city's utilities will be required. Please contact the appropriate city department during the initial stages of design in order to obtain the information noted with an asterisk (* or **). A Map should be provided that identifies the highest point on the property and / or building(s) to be served. The elevations shall be based upon actual datum. If assistance is needed in obtaining this information please contact the Planning and Building Department (256-782-3840).

I. Water service requested: (___ Domestic ___ Fire ___ Irrigation)

*A. Location of nearest main: _____

*B. Size and material type of nearest main: _____

**C. Location of nearest fire hydrant: _____

**1. Available static water pressure / flow: _____ psi / _____ gpm.

**2. Available residual water pressure / flow: _____ psi / _____ gpm.

3. Requested static water pressure / flow: _____ psi / _____ gpm.

4. Requested residual water pressure / flow: _____ psi / _____ gpm.

D. Requested water meter size (inches). _____ Domestic _____ Fire _____ Irrigation

*E. Tank serving the development: _____ ring wall elev.: _____ overflow elev.: _____

*F. Are city water system improvements required? ___ yes ___ no. If yes, explain. _____

II. Sanitary Sewer

*A. Location of nearest main: _____

*B. Size and material type of nearest main: _____

*C. Location of nearest manhole: _____

D. Anticipated sewer flow: _____ gpm.

*E. Capacity of nearest main: ___ Adequate. ___ Not Adequate.

*F. Are city sanitary sewer system improvements required? ___ yes ___ no. If yes, explain. _____

III. Natural Gas

*A. Location of nearest main: _____

*B. Size and material type of nearest main: _____

*C. Available natural gas pressure: _____ psi.

D. List fixtures: _____

E. Requested natural gas usage: _____ Btu's.

*F. Capacity of nearest main: ___ Adequate. ___ Not Adequate.

*G. Are city natural gas system improvements required? ___ yes ___ no. If yes, explain. _____

NOTES:

1) * Indicates information to be obtained from the Water Works Gas & Sewer Board (256-435-7657).

2) ** Indicates information to be obtained from the Fire Department (256-435-2310).

It shall be understood that any water pressure / flow information obtained from the Fire Department is not to be used for the design of a fire protection system. It is recommended that the design professional perform any necessary testing and contact the Fire Department to witness the testing.

3) If improvements to the city's utilities are required, all costs associated with the design, materials, labor, and installation shall be the sole responsibility of the Applicant. All improvements shall be made in accordance with city specifications.