

# **APPENDIX**

## **Official Forms**

**TOWN OF MOUNT VERNON PLANNING COMMISSION  
SUBDIVISION REGULATIONS  
PROCEDURES FOR PLAT APPROVAL  
(Sec. 7)**

1. Sketch Plan Review (Optional) – Sec. 7.1
  - Diagram showing the location and ownership of the land proposed to be subdivided,
  - Note the location of all adjoining property, its ownership, and the nature of its improvements,
  - Note the location and name of all existing public streets providing direct access to the land proposed to be subdivided,
  - No application forms or fees required.
  
2. Preliminary Plat Review - Step One
  - Four (4) prints with all required preliminary plat information
  - Ten (10) days prior to Planning Commission meeting. (The Planning Commission meets regularly on the \_\_\_\_\_ each month.)
  - Adjacent property owners and their addresses listed
  - Filing, Review and Hearing Fee – Sum of one-hundred dollars (\$100.00)
  - Approval/Disapproval within Thirty (30) days after the submission
  
3. Final Plat Review - Step Three
  - **The original tracing and three (3) copies of the plat with all required statements, certificates, and signatures**
  - Ten (10) days prior to Planning Commission meeting. (The Planning Commission meets regularly on the \_\_\_\_\_ each month.)
  - Copies of Federal and State permits, if required

Appropriate application forms, checklists and other required documentation must be completed and submitted with the plat.

**TOWN OF MOUNT VERNON PLANNING COMMISSION  
APPLICATION FOR PRELIMINARY  
SUBDIVISION/DEVELOPMENT PLAT APPROVAL**

Application Number \_\_\_\_\_ Date \_\_\_\_\_

Name of Subdivision (PUD) \_\_\_\_\_

Name of Applicant/Owner \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Name of Local Agent/Engineer, if other than Applicant

\_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Subdivision/Development Location \_\_\_\_\_

Total Acreage \_\_\_\_\_ Number of Lots (Units) \_\_\_\_\_

Average Lot Size \_\_\_\_\_

Water Source \_\_\_\_\_

Sewer Source \_\_\_\_\_

Owners of Land 100 feet Adjacent or Opposite: (Use back of page if more space is required.)

Name	Address

Attached is a check in the amount of \$100.00 for a filing and hearing fee and \$5.00 per lot or unit in the development. TOTAL \$ \_\_\_\_\_

Signed \_\_\_\_\_  
(Name of Applicant of Agent)

**TOWN OF MOUNT VERNON PLANNING COMMISSION**  
**PRELIMINARY PLAT CHECKLIST**

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Subdivision Name \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_

1.  Four (4) copies of plat submitted 10 days prior to meeting.
2.  Application forms completed.
3.  Fees paid.
4.  Names and addresses of adjoining landowners within 100 feet.
5.  Public Hearing notices sent (5 days prior to meeting)
6.  Construction Plans submitted.
7.  Review by Health Department.
8.  Review by registered surveyor or civil engineer.
9.  All requirements shown on plat:
  - a. \_\_\_\_\_ Name and Address of owner(s) of record and subdivider and name and registration number of surveyor
  - b. \_\_\_\_\_ Proposed name of subdivision and its acreage
  - c. \_\_\_\_\_ North Point, graphic scale of note less than 1" = 100' and date
  - d. \_\_\_\_\_ Vicinity map showing location and acreage of the subdivision
  - e. \_\_\_\_\_ Exact boundary lines of the tract by bearing and distance
  - f. \_\_\_\_\_ Names and addresses of owners of record of adjoining land with their approximate acreage
  - g. \_\_\_\_\_ Existing streets, utilities and easements on and adjacent to the tract, including the size and width of each

- h. \_\_\_\_\_ Proposed subdivision layout using contours of vertical intervals of not more than five (5) feet and including streets, alleys and easements with both dimensions and proposed street names; lot lines; land to be reserved or dedicated for public uses; and any land to be used for purposes other than single family dwellings
- i. \_\_\_\_\_ Block letters and lot numbers
- j. \_\_\_\_\_ Indication of zoning district boundaries if such exists. Otherwise indicate the proposed use of land within subdivision as well as any restrictions on the lots
- k. \_\_\_\_\_ Preliminary plans of proposed utility (sewer, water, gas and electricity) including pipe sizes and the location of valves and fire hydrants, and showing feasible connections where possible to existing and proposed utility systems
- l. \_\_\_\_\_ Preliminary plan of all drainage facilities
- m. \_\_\_\_\_ Minimum building front yard setback lines
- n. \_\_\_\_\_ Typical street cross-sections and center-line profiles
- o. \_\_\_\_\_ Location of streams, 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. Corps of Engineers
- p. \_\_\_\_\_ Location of land dedicated for a neighborhood park or open space area for subdivision exceeding fifty (50) lots
- q. \_\_\_\_\_ Soils in the area to be subdivided at a scale equal to that of the preliminary plat
- r. \_\_\_\_\_ Any other information that may be considered necessary by the committee for full and proper consideration of the proposed subdivision
- s. \_\_\_\_\_ Inscription stating "NOT FOR FINAL RECORDING."

**TOWN OF MOUNT VERNON PLANNING COMMISSION**  
**APPLICATION FOR *FINAL***  
**SUBDIVISION/DEVELOPMENT PLAT APPROVAL**

Application Number \_\_\_\_\_ Date \_\_\_\_\_

Name of Subdivision/Development \_\_\_\_\_

Name of Applicant/Owner \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Name of Local Agent/Engineer, if other than Applicant

\_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip)

Subdivision/Development Location \_\_\_\_\_

Total Acreage \_\_\_\_\_ Number of Lots (Units) \_\_\_\_\_

Average Lot Size \_\_\_\_\_

Water Source \_\_\_\_\_

Sewer Source \_\_\_\_\_

Date of Approval of Preliminary Plat \_\_\_\_\_

Conditions, Restrictions or Other Requirements Placed on Preliminary Plat (Use back of page if more space is required)

Signed \_\_\_\_\_  
(Name of Applicant or Agent)

**TOWN OF MOUNT VERNON PLANNING COMMISSION**  
**FINAL PLAT CHECKLIST**

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Subdivision Name \_\_\_\_\_ Number \_\_\_\_\_ Date \_\_\_\_\_

1.  One (1) original tracing with required documentation and signatures and three (3) copies of same submitted 10 days prior to meeting.
2.  Application forms completed.
3.  Fees paid.
4.  Within one (1) year of preliminary plat approval.
5.  A Certificate obtained from Town Clerk showing a corporate surety bond has been posted to the Town and in sufficient amount to assure the completion of the required improvements if necessary.
6.  Clearly drawn on any acceptable polyester or cloth tracing sheet (not larger than 24 x 36 inches in size) at a scale of not less than one hundred (100) feet to the inch and shall contain the following information:
  - a. \_\_\_\_\_ Name and address of owner of record and subdivider and name and registration number of surveyor and/or engineer
  - b. \_\_\_\_\_ Name of subdivision, north point, graphic scale of not less than 1 inch equals 100 feet and date
  - c. \_\_\_\_\_ Vicinity map showing location and acreage of the subdivision
  - d. \_\_\_\_\_ Names of owners of record of adjoining land with their appropriate acreage
  - e. \_\_\_\_\_ Location of streams, lakes, and swamps and land subject to flood as determined from past history of flooding and as delineated by the U.S.G.S. or U.S. Army Corps of Engineers
  - f. \_\_\_\_\_ Bearings and distances to the nearest established street lines or official monuments; section lines accurately tied to the lines of the subdivision by distances and bearings, and bearing and distance to a section corner or to an immediately adjacent plat which is tied to a section corner

- g. \_\_\_\_\_ Municipal and county lines shall be accurately tied to the lines of the subdivision by distance and angles when such lines traverse or are reasonably close to the subdivision
- h. \_\_\_\_\_ Location of land dedicated to a neighborhood park or open space area for subdivisions exceeding fifty (50) lots.
- i. \_\_\_\_\_ Exact boundary lines of the tract, determined by a field survey, giving distances to the nearest one-tenth (1/10) foot and angles to the nearest minute
- j. \_\_\_\_\_ Exact location, widths, and names of all streets and alleys within and immediately adjoining the new subdivision
- k. \_\_\_\_\_ Street right-of-way lines showing angles of deflection, angles of intersection, radii, and lines of tangents
- l. \_\_\_\_\_ Location of all utilities and drainage facilities as well as easements for such facilities
- m. \_\_\_\_\_ Lot lines with dimensions to the nearest one-tenth (1/10) foot and bearings to the nearest minute
- n. \_\_\_\_\_ Lots numbered numerically and blocks lettered alphabetically
- o. \_\_\_\_\_ Each lot shall have a house number
- p. \_\_\_\_\_ Indication of zoning district boundaries if such exist. Otherwise indicate the proposed use of and restrictions on each lot within the subdivision. These restrictions to be recorded on or with the plat.
- q. \_\_\_\_\_ Location, dimensions, and purposes of any easements and any areas to be reserved or dedicated for public use
- r. \_\_\_\_\_ Accurate location, material, and description of all monuments and markers
- s. \_\_\_\_\_ Minimum building front yard setback lines
- t. \_\_\_\_\_ Certifications showing:
  - i. Notarized proof of ownership of the land
  - ii. Surveyor's attest to the accuracy of the survey



- iii. Lot restrictions, trusteeships, and/or protective covenants
- iv. Dedication of streets, rights-of-way and other sites
- v. Compliance with applicable Board of Health Codes and Ordinances
- vi. Granting of all easements included in the plat
- vii. Engineer's attest that all improvements have been installed in accordance with the requirements of the subdivision regulations or that a bond in sufficient amount to assure the proper installation of such improvements has been accepted by the Town of Mount Vernon
- viii. Space on the plat for approval of the Town of Mount Vernon Planning Commission and authorization for the recording of said plat by the judge of probate.

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

(To be placed on Plat)

STATE OF ALABAMA     )  
COUNTY OF MOBILE    )

This is to certify that I (we) the undersigned is (are) the owner(s) of the land shown and described in the Plat \_\_\_\_\_, and that I (we) have caused the same to be surveyed and subdivided as indicated hereon, for the uses and purpose herein set forth and do hereby acknowledge and adopt the same under the design and title hereon indicated and dedicate all streets, alleys, walks, parks, and other open spaces to public or private use as noted.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Owner

**CERTIFICATION BY NOTARY PUBLIC**

STATE OF ALABAMA     )  
COUNTY OF MOBILE    )

I, \_\_\_\_\_, a Notary Public in and for the County of \_\_\_\_\_ in the State of Alabama do certify that whose name(s) is (are) subscribed to the Certificate of Ownership and Dedication, appeared before me this day in person and acknowledged that he (they) signed, sealed and delivered said instrument at this (their) free and voluntary act for the uses and purposed herein set forth.

Given under my hand and Notarial Seal the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**CERTIFICATION BY SURVEYOR**

(To be placed on Plat)

STATE OF ALABAMA     )  
COUNTY OF MOBILE    )

This is to certify that I, \_\_\_\_\_, Land Surveyor (Engineer), have surveyed and subdivided the property shown or described hereon which is a correct representation of said survey and subdivision. All distances, bearing angles, radii, curves, and other dimensions thereof are true and correct to the accuracy required by the Town of Mount Vernon Planning Commission and that iron pins and monuments have been placed as shown hereon. I further certify that all regulations enacted by the Town of Mount Vernon Planning Commission relative to plats and subdivisions have been complied with, in the preparation of this plan.

Given under my hand and seal at \_\_\_\_\_,  
Alabama, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Surveyor (Engineer)

**CERTIFICATE OF REGISTERED PROFESSIONAL ENGINEER**

(To be placed on Plat)

I, \_\_\_\_\_ a registered Professional Engineer,  
registered in the State of Alabama, registration number \_\_\_\_\_, hereby  
certify that I have reviewed this plat and that it is in compliance with the Mount Vernon  
Subdivision Regulations.

\_\_\_\_\_  
Engineer / Date

\_\_\_\_\_  
Firm

**CERTIFICATION BY MOBILE COUNTY  
DEPARTMENT OF PUBLIC HEALTH**  
(To be placed on Plat)

STATE OF ALABAMA     )  
COUNTY OF MOBILE    )

I, \_\_\_\_\_, do hereby certify that the plans and specifications of the required improvements covering a sanitary sewerage system and/or sewer lines and domestic water supply system and/or distribution lines have been examined by me and found to comply with the requirements as set forth in the regulations of the Alabama State Health Department; and are hereby APPROVED as shown.

Date this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
County Health Officer or his  
Authorized Representative

**CERTIFICATION OF THE APPROVAL  
OF STREETS AND UTILITIES**

(To be placed on Plat)

STATE OF ALABAMA     )  
COUNTY OF MOBILE    )

I, \_\_\_\_\_, Engineer representing the Town of Mount Vernon, Alabama, Planning Commission do hereby certify that the attached final plan has been examined by me and also that the subdivider's plans and specifications comply with the requirements set forth in the Town of Mount Vernon Subdivision Regulations.

I further certify that the streets, utilities, and other improvements have been installed; or the required bond is posted with the Town of Mount Vernon for the installation of such improvements in the amount of \$ \_\_\_\_\_, which is equal to the estimated cost of such required improvements plus fifty (50) percent thereof.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Engineer for the Town of  
Mount Vernon, Alabama

**CERTIFICATE OF APPROVAL BY THE**  
**(insert name of electric utility)**  
(To be placed on Plat)

The undersigned, as authorized by the (name of electric utility) hereby approves the within plat  
for the recording of same in the Probate Office of Mobile County, Alabama,

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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(Electric utility authorized signature)

**CERTIFICATION OF FLOOD HAZARD ZONE**

(To be placed on Plat)

This is to certify that we have consulted the Federal Insurance Administration Flood Hazard Boundary Map, Panel No. \_\_\_\_\_, dated \_\_\_\_\_ and found that the above described property (does, does not) lie (wholly, partly) in an identified flood hazard zone.

\_\_\_\_\_  
Engineer/Surveyor for the Applicant



**CERTIFICATE OF APPROVAL BY THE**  
(Insert name of water and/or sewer, if available, utility)  
(To be placed on Plat)

The undersigned, as authorized by the (name of water and/or sewer utility) hereby approves  
the within plat for the recording of the same in the Probate Office of Mobile County, Alabama,  
this

the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Water and/or Sewer Utility authorized signature)

**CERTIFICATION OF APPROVAL FOR RECORDING**

(To be placed on Plat)

STATE OF ALABAMA     )  
COUNTY OF MOBILE    )

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations of the Town of Mount Vernon, Alabama, Planning Commission, with the exception of such variances, if any, as are noted in the minutes of the Planning Commission and written upon said plat and that it has been APPROVED for recording in the office of the Mobile County Judge of Probate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Planning Commission Chairman,  
or an Authorized Representative