



City of Riverside



PROCESS FOR SUBDIVISION PLAT APPROVAL

(See the entire City of Riverside Subdivision Regulations and amendments for complete guidance.)

STEP 1: Pre-Application meeting prior to preparing and submitting a Preliminary Plat.

STEP 2: Application and Preliminary Plat of the proposed subdivision to the Planning Commission.

STEP 3: Application and Final Plat, along with required certifications, to the Planning Commission.

STEP 1: Pre-Application meeting prior to preparing and submitting a Preliminary Plat.

Pre-Application Meeting Date: _____

ZONING - The application for preliminary plat approval, including eight (8) prints of the subdivision plan, shall be submitted to the Planning Commission at least twenty-one (21) days prior to the Planning Commission's regularly scheduled meeting (However, if a Re-zoning is also needed, the plans must be received at least 31 days before the Planning Commission Meeting.) All fees are due at the time of submission.

STEP 3: Submit application and Final Plat of the subdivision and certifications to the Planning Commission.

PRELIMINARY PLAT APPROVAL

Excerpts from City of Riverside Subdivision Regulations

PRELIMINARY PLAT CHECKLIST

The following checklist has been derived from the Subdivision Regulations adopted by Riverside. It is intended as a guide for preliminary plat approval. Refer to the Regulations for all specific requirements.

- ☐ Completed Application
- ☐ Payment of Application Fees
- ☐ Vicinity Sketch Map
- ☐ Preliminary Plat
- ☐ Certificate or letter from State and/or County Health Department indicating approval of proposed sanitary facilities.
- ☐ Certificate or letter from Riverside Water Department indicating approval of proposed water supply.
- ☐ Show and identify any land subject to floodplain regulation, inundation by storm drainage, overflow or ponding of local storm water.
- ☐ Other information as required by the Planning Commission
- ☐

SUBDIVISION REGULATIONS

PRELIMINARY PLAT PLAN shall include the following:

- 1) **Vicinity Sketch Map** (at a scale of one inch equals 2,000 feet):
 - Name and location of subdivision;
 - Names and addresses of owner and designer;
 - North point, graphic scale, and date;
 - Amount of acreage to be subdivided;
 - Major traffic arteries, utilities, and community facilities
- 2) **Preliminary Sketch Plan** (at a scale of not more than one inch equals 100 feet):
 - Name and location of subdivision;
 - Names of owner and designer;
 - North point, graphic scale, and date;
 - Boundaries and approximate dimensions;
 - Amount of acreage to be subdivided;
 - Topography at contour intervals;
 - Location, widths, and street names of all streets, roads and other rights-of-way; **Street Plan:**
 - a) Location of all existing and proposed streets within the subdivision and adjacent to it;
 - b) Widths of existing and proposed rights-of-way;
 - c) Clear identification of right-of-way location and width for any street which is considered part of the Street Plan;
 - d) Street names which are subject to approval by the Planning Commission;
 - e) Plan and profile of all streets;
 - f) Typical cross-section of proposed streets;
 - g) Complete curve data for the center-line of each street;
 - h) Site distances at all intersections connecting to existing roads or streets.
 - Blocks and lots with dimensions shown for all lot lines;
 - Proposed building setback line along each street;
 - Plans of proposed utility layouts showing feasible connections to existing or proposed utility systems.
 - Building setback lines along each street;
 - Location and Size of all proposed culverts, storm sewers and inlets including plan profile sheets, drainage calculations and detention details;
 - Location and width of all easements;
 - Location and dimension of land to be dedicated or reserved for parks, schools, open space or other public use;
 - Any portion of the land in the subdivision subject to periodic inundation by storm drainage, overflow, or ponding;
 - The existing zoning classification of the subdivision and all contiguous land;
 - A fire protection plan showing the size and location of all existing and proposed water lines, fire hydrants, valves and appurtenances;
 - Assurance that the MUTCD, as amended shall be adhered to with regard to traffic control during construction;
 - The location of any masonry walls which are proposed to be owned in common by all owners of property in the residential subdivision, pursuant of the Zoning Ordinance;
 - Size in square feet, of each lot;
 - A traffic study, if required during the pre-application meeting.
- 3) **Fees and Expenses**- All fees and expenses for the recording of plats, amended plats, and covenants shall be estimated by the City Clerk and paid by the Sub-divider prior to recording of any document.

APPROVAL - One copy of the Preliminary Plat shall be retained in the Planning Commission files, and one copy shall be returned to the subdivider shortly after approval with the specific notations of any changes or modifications required. Approval of the preliminary plat by the Planning Commission shall not constitute acceptance of the Final Plat. Approval of the Preliminary Plat shall lapse unless a Final Plat, in substantial conformance therewith, is submitted within twelve (12) months from the date of such approval, unless an extension of time is specifically applied for by the sub-divider and expressly granted by the Planning Commission.

DISAPPROVAL - If the plat is disapproved, grounds for such disapproval shall be stated in writing in the official minutes of the Planning Commission.

LOCAL REGULATIONS - Riverside Zoning Ordinance, Floodplain Ordinance, and Riverside Subdivision Ordinance can be found on our website at www.riverside-al.com.



SUBDIVISION APPLICATION

PRELIMINARY PLAT APPROVAL

Per City of Riverside Subdivision Regulations as granted in §11-52-30 thru §11-52-36 of the Code of Alabama, 1975

PROPERTY INFORMATION

SUBDIVISION / DEVELOPMENT NAME: _____

PARCEL ID: _____ ZONING: _____

GENERAL LOCATION / ADDRESS: _____

APPLICATION DATE: _____ MEETING DATE: _____

NOTE: No request for preliminary plat approval shall be considered complete until this application form, payment of fees and eight (8) copies of the preliminary plat containing all necessary information has been submitted. If you have questions call 205.338.7692.

CONTACT INFORMATION

APPLICANT NAME: _____ COMPANY: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____
STREET CITY STATE ZIP

ENGINEER / SURVEYOR NAME: _____ COMPANY: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____
STREET CITY STATE ZIP

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT): _____ PHONE: _____

If applicant is not the property owner an Authorized Agent Form must be submitted with application. All communication will be directed to the applicant.

PROJECT INFO

Proposed # of Lots _____ Average Lot Size _____ Average House Size _____

Does any part of the subject property lie within the flood plain? _____

Is water service currently available? _____ Source: _____

Is sewer service currently available? _____ Source: _____

PRELIMINARY PLAT ACKNOWLEDGEMENT

I, the undersigned Applicant, hereby apply for favorable consideration of the Riverside Planning Commission to subdivide the above described land as outlined in the Preliminary Plat accompanying this application. Said property is described by preceding Parcel ID and/or attached legal description.

I, the undersigned Applicant, understand that payment of these fees does not entitle me to approval of this Preliminary Plat and that no refund of these fees will be made. Furthermore, I understand the application for Preliminary Plat approval, including eight (8) letter-size prints of the subdivision plan, shall be submitted with this application.

I, the undersigned Applicant, have reviewed a copy of the applicable subdivision requirements as set forth in the Subdivision Regulation of Riverside, Alabama. I understand that I must be present on the date of the hearing; the Planning Commission will not take any action on a case in which there is no one officially representing the property owner(s).

I, the undersigned Applicant, understand that approval of a Preliminary Plat by the Planning Commission and receipt of the approved copy of the Preliminary Plat by the subdivider is authorization that they may proceed with staking of streets and lots in preparation for final platting and is not approval to begin site work; Building permit applications must be submitted to the Revenue & Inspections Department following Zoning Commission approval of Preliminary Plat.

The parties hereby agree that this portion of the document may be executed with electronic signatures and shall be valid and binding on the parties.

SIGNED: _____ DATE: _____

PLEASE PRINT NAME: _____

PRELIMINARY PLAT APPROVAL

Excerpts from City of Riverside Subdivision Regulations

FINAL PLAT PLAN shall include:

At least twenty-one (21) days prior to the meeting at which it is to be considered, the sub-divider shall submit the original drawing of the plat, along with eight (8) copies, together with any as built street, storm, sanitary profiles, or other plans which may be required by the Planning Commission or the Probate Judge of St. Clair County.

1. Vicinity Sketch Map at a scale in relation to its surroundings.
2. Final layout of the subdivision including the following:
 - a. Name and location of subdivision;
 - b. Names of owner and designer;
 - c. North point, graphic scale, and date;
 - d. Location, widths, and street names of all streets, roads and other rights-of-way;
 - e. Location of all blocks and lot lines with all lot numbers in numerical order;
 - f. Building setback lines along each street;
 - g. Sufficient data to determine readily and reproduce on the ground: (The length of all of all dimensions shall be the nearest one hundredth of one foot, and bearing of all angles to the nearest one second.)
 - Location, bearing, and length of every road center line, lot line, boundary line, block line, and building line, whether curved or straight.
 - All curved roads and property lines which are not the boundary of the property being subdivided, including the radius, central angle, and tangent distance;
 - Length of curve for the center line of all curved roads and property lines which are not the boundary of the property being subdivided.
 - h. Location and dimensions of all easements;
 - i. Location and description of all monuments and iron pins;
 - j. Name and location of adjoining subdivisions and roads;
 - k. Final Plat Certification (Appendix B);
 - l. The location of any masonry walls which are proposed to be owned in common by all owners of property in the residential subdivision, pursuant to the Riverside Zoning Ordinance;
 - m. Size in square feet, of each lot;
 - n. Ties to at least two (2) public land survey monuments.
 - o. Certification showing that the applicant is the legal owner of the land and improvements;
 - p. Certification by a registered surveyor of the accuracy of the survey and plat and the placement of all required Monuments;
 - q. Certification of approval by the Cown Engineer/Designee, St. Clair County Engineer, or appropriate County Health Officer as required.
 - r. Certification of approval to be signed by the Chairman of the Planning Commission and the City Clerk.
 - s. A Certification from the City Clerk indicating that sufficient financial guarantee has been provided.
 - t. An engineering plan, or "as built" plan, giving details of construction and locations of the utility improvements which have been installed for the City's use in the course of maintaining such improvements

PROBATE - The original of the Final Plat, with the approval of the Planning Commission certified thereon, shall be filed with the Probate Judge as the official plat of record.

COVENANTS - The developer shall provide the Planning Commission a final and complete copy of any subdivision restrictive covenants.

EXPIRATION - Approval of the Preliminary Plat shall lapse unless a Final Plat in substantial conformance therewith is submitted within twelve (12) months from the date of such approval, unless an extension of time is specifically applied for by the sub-divider and expressly granted by the Planning Commission.

FEES - To prevent the taxpayers from having to bear the costs related to zoning, permitting and regulating, the total amount of the fees as set forth in the City's Fee Schedule may vary with the scope, complexity and/or completeness or the amount of time spent on applicants requirements of applicable laws, rules or regulations.

- The applicant will be charged subsequently when the City consultants with an outside engineer in the review and evaluation of applications and plans as needed.



SUBDIVISION APPLICATION

FINAL PLAT APPROVAL

Per City of Riverside Subdivision Regulations as granted in §11-52-30 thru §11-52-36 of the Code of Alabama, 1975

PROPERTY INFORMATION

SUBDIVISION / DEVELOPMENT NAME: _____

PARCEL ID: _____ ZONING: _____

GENERAL LOCATION / ADDRESS: _____

APPLICATION DATE: _____ MEETING DATE: _____

NOTE: No request for Final Plat approval shall be considered complete until this application form, payment of fees and eight (8) copies of the Final Plat containing all necessary information, have been submitted. If you have questions call 205.338.7692 ext 3.

CONTACT INFORMATION

APPLICANT NAME: _____ COMPANY: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____
STREET CITY STATE ZIP

ENGINEER / SURVEYOR NAME: _____ COMPANY: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____
STREET CITY STATE ZIP

PROPERTY OWNER (IF DIFFERENT FROM APPLICANT): _____ PHONE: _____

If applicant is not the property owner an Authorized Agent Form must be submitted with application. All communication will be directed to the applicant.

PROJECT INFO

Preliminary Plat Approval Date? _____

Have there been any changes to the plat since the Preliminary Plat approval? _____

ACKNOWLEDGEMENT

I, the undersigned Applicant, hereby apply for favorable consideration of the Riverside Planning Commission to subdivide the above described land as outlined in the Final Plat accompanying this application. Said property is described by preceding Parcel ID and/or attached legal description.

I, the undersigned Applicant, understand that payment of these fees does not entitle me to approval of this preliminary plat and that no refund of these fees will be made. Furthermore, I understand the application for Final Plat approval, including eight (8) letter-size prints of the subdivision plan, shall be submitted with this application.

I, the undersigned Applicant, have reviewed a copy of the applicable subdivision requirements as set forth in the Subdivision Regulation of Riverside, Alabama. I understand that I must be present on the date of the hearing; the Planning Commission will not take any action on a case in which there is no one officially representing the property owner(s).

I, the undersigned Applicant, understand that approval of a Final Plat by the Planning Commission and receipt of the approved copy of the Final Plat by the subdivider is authorization that they may proceed to begin site work; Building permit applications must be submitted to the Revenue & Inspections Department following Zoning Commission approval of Final Plat.

The parties hereby agree that this portion of the document may be executed with electronic signatures and shall be valid and binding on the parties.

SIGNED: _____ DATE: _____

PLEASE PRINT NAME: _____

STEP 3: Application and Final Plat, along with required certificates, to the Planning Commission.

FINAL PLAT APPROVAL

Excerpts from City of Riverside Subdivision Regulations

FINAL PLAT CHECKLIST

The following checklist has been derived from the Subdivision Regulations adopted by Riverside. It is intended as a guide for preliminary plat approval. Refer to the Regulations for all specific requirements.

- Application
- Payment of Fees
- Original drawing in ink, on cloth or film
- Referenced to two proven section corners
- Rights-of-way, easements and property lines shown
- Purpose for which sites are dedicated or reserved
- Minimum building setback lines
- Location and description of monuments
- Reference to adjacent, recorded subdivisions and acreage parcels
- Space for approval by Town Engineer and Planning Commission
- Deed book and page number for street or alley vacation
- Original copy of any protective covenants
- All required Certifications
 - Legal Owner of Land
 - Formal Dedication of sites for public use
 - Accuracy of Survey and Plat
 - City Engineer Approval
 - County Engineer Approval
 - County Health Approval
 - Surety Bond
 - Approval of Planning Commission and City Clerk
 - Sufficient Financial Guarantee from City Clerk
 - Utility Surety

LOCAL REGULATIONS - Riverside Zoning Ordinance, Floodplain Ordinance, and Riverside Subdivision Ordinance can be found on our website at www.riverside-al.com.

City of Riverside
SUBDIVISION REGULATIONS

APPENDIX B - REQUIRED WORDING FOR FINAL PLAT CERTIFICATION

The following wording shall be on all final plats:

THE STATE OF ALABAMA)
ST. CLAIR COUNTY)

The undersigned, _____, Registered Land surveyor, State of Alabama, and _____, Owner, hereby certify that this plat or map was made in accordance with all applicable sections of the standards of practice for land surveys in the State of Alabama, pursuant to a survey made by said surveyor and that said survey and this plat or map were made at the instance of said owner; that this plat or map is a true and correct map of lands shown therein and known as _____ showing the subdivisions into which it is proposed to divide said lands, giving the length, and angles of the boundaries of each lot and its number, showing the streets, alleys and public grounds, giving the length, width and name of each street, as well as the number of each lot and block, and showing the relations of the lands to the government survey; and that iron pins have been installed at all lot corners and curve points as shown and designated by small open circles on said plat or map. Said Owner also certifies that it is the owner of said lands and improvements and that the same are not subject to any mortgage, encumbrances, or defects.

Registered Land Surveyor
State of Alabama

City of Riverside
SUBDIVISION REGULATIONS

APPENDIX D - REQUIRED LETTER - COMPLETION BY OWNER'S ENGINEER

THE STATE OF ALABAMA)
)
ST. CLAIR COUNTY)

The undersigned, _____, a licensed Engineer in the State of Alabama, on behalf of _____ (Owner), hereby certifies and affirms, to the best of my knowledge and belief to the City of Riverside pursuant to the subdivision regulations, that all required improvements have been fully _____ and completely _____ installed in _____ subdivision as applied for and approved by the governing body of the City of Riverside. Further, the undersigned Engineer certifies that he or his firm has properly and adequately inspected the improvements to insure all improvements have been constructed in accordance with the standards set forth in the subdivision and water and sewer regulations of the City of Pell City as well as the construction standards of care and he mows of no defects in the improvements. All requirements for the subdivision of the land has been completed and that the approval of a final plat on the subdivision by the governing body of the City of Riverside is appropriate. Date: _____, 20____.

(Printed name of Owner's Engineer)

(Signature of Owner's Engineer)

BEFORE ME, the undersigned authority, a Notary Public in and for the said State and County, personally appeared _____, who, certifies that he/she executed the foregoing certification acknowledging that the same is true; and that after reading the same, and with a full understanding of the terms and effect thereof, executed the same as required by the subdivision regulations of the City of Riverside, Alabama.

SWORN TO AND SUBSCRIBED BEFORE ME, this the ____ day of _____

NOTARY PUBLIC

(SEAL)

My Commission Expires:

City of Riverside
SUBDIVISION REGULATIONS

ARTICLE IV - SECTION C: REQUIREMENTS TO BE SUBMITTED BY PLAT TYPE

<u>Requirement</u>	<u>Preliminary Plat</u>	<u>Final Plat</u>
Vicinity Sketch Map	X	X
Name and Location	X	X
Names and addresses of Owner	X	X
North Point, Graphic Scale, Date	X	X
Boundaries & Approximate Dimensions	X	
Acreage of Site	X	
Major Traffic Arteries and Utilities	X	
Community Facilities	X	
Name and Location	X	X
Owner Engineer and Land Surveyor	X	X
Location of Streets	X	X
Street Names	X	X
Lot Lines	X	X
Lot Number	X	X
Setback Lines	X	X
Existing Utilities	X	
Proposed Utilities	X	
Proposed Culverts	X	
Proposed Storm Sewers	X	
Proposed Fire Hydrants	X	
Angles, Bearings & monuments		X
Contours; same as page 7 (f)	X	
Location, width and purpose of all Easements	X	
Present Zoning	X	
Acreage of each Lot	X	
Certificates as Required	X	X

City of Riverside

SCHEDULE OF FEES

A.	Annexation Petition	\$150.00 per parcel annexed
B.	Building Permit Application	As established by the City Of Riverside
C.	Appeal to Zoning Board of Adjustment or Variance Application	\$100.00 plus \$5.00 per Adjacent Property Owner For Mailing
D.	Re-Zoning Application	\$300.00 plus \$10.00 per acre And \$125.00 legal adv.; plus \$5.00 per adjacent property Owner for mailing
E.	Preliminary Subdivision Plat Application	\$50.00 per lot plus \$5.00 per adjoining landowner for mail fee
F.	Final Subdivision Plat Application	\$50.00 per lot
G.	Misc, Non-Country, Permitting	Project Specific, \$500.00 Minimum
H.	Applications for Certificates (Includes Zoning Certification, Subdivision Exemption, ETC)	\$25.00 - \$50.00

**SCHEDULE SUBJECT TO CHANGE