



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 of the proposed subdivision to the Planning Commission.

STEP 1: Pre-Application meeting with the building inspector and any other City designee prior to preparing and submitting a Preliminary Plat.

Pre-Application Meeting with _____

_____ was held on _____, 20 _____.

***Proposed Subdivisions which do not contain public improvements** (ie: sewers, waterworks, roads, curbs, gutters, docks, sidewalks, etc.) shall require the submission and approval of Final Plat only. In such cases, however, the payment of the filing fee and notification of adjoining landowners shall be required, as set forth in Section 2 of the City of Riverside Subdivision Regulations. If applicable, continue to Step 3 on page 5.

****Proposed Subdivisions consisting of the subdivision of land into not more than six lots**, or a reduction of the number of lots in an existing subdivision, that does not consist of any public improvements, the dedication of a public way, or the expenditure of any public funds, and does not conflict with the master plan, official zoning map, any zoning ordinance, or any other subdivision regulations, shall require the submission and approval of an Administrative Subdivision only. If applicable, complete an Administrative Subdivision Application.

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

The application for preliminary plat approval, including the subdivision preliminary plat, 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.

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.

- Pre-Application Meeting
- Completed Application
- Payment of Application Fees
- Vicinity Sketch Map
- Preliminary Plat
- Certificate or letter from County Health Department indicating approval of proposed sanitary facilities.
- Certificate or letter from utility companies indicating availability of proposed utility.
- Identify any land subject to floodplain regulation, inundation by storm drainage, or overflow of storm water.
- Other information as may be required by the Planning Commission.
- Public Hearing



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, Preliminary Plat, and all other necessary information, has been received by the Planning Commission. 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

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 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 Regulations 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; Permits may be required by the Revenue & Inspections Department with preparatory actions for the 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 2 Cont'd:

PRELIMINARY PLAT APPROVAL

Excerpts from City of Riverside Subdivision Regulations

- SUBMIT THE FOLLOWING WITH COMPLETED APPLICATION:

- 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 with the City of Riverside, 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

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, Final Plat and all other necessary information, has been received by the Planning Commission. 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

Final # of Lots _____

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 certifications, 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
- Plat to include:
 - Vicinity map;
 - Name of Subdivision;
 - Name of owner and designer;
 - North point, graphic scale and date;
 - Location, width, and name of all streets, roads and other rights-of-way;
 - Location of all blocks and lot lines with all lot numbers in numerical order;
 - Building setback lines for each lot;
 - Sufficient data to determine readily and reproduce on the ground; the location, bearing, and length of every road center line, lot line, boundary line, block line, and building line, whether curved or straight; and including the radius, central angle, and tangent distance, and the length of curve for the center line of all curved roads and property lines which are not the boundary of the property being subdivided. The length of all of all dimensions shall be the nearest one hundredth of one (1) foot, and bearing of all angles to the nearest one (1) second;
 - Location and dimensions of all easements;
 - Location and description of all monuments and iron pins;
 - Name and location of adjoining subdivisions and roads;
 - Final Plat certifications;
 - The location of any masonry walls and retaining walls which are proposed to be owned in common by all owners of property in the residential subdivision, pursuant to the Zoning Ordinance;
 - Size in square feet, of each lot.
- Original copy of any protective covenants
- Required Certifications* to include:
 - Legal Owner of Land and Improvements and Formal Dedications for public use
 - Surveyor Accuracy of Survey , Plat, and Monuments
 - City Engineer Approval (as required)
 - County Engineer/Designee Improvement and Surety Approval (as required)
 - County Health Approval (as required)
 - Approval of Planning Commission Chairman and City Clerk
 - Sufficient Financial Guarantee from City Clerk (as required)
- Engineering plan, or “as built” plan.

*See Appendix for required wording of Final Plat certifications

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

City of Riverside
SUBDIVISION REGULATIONS

APPENDIX - REQUIRED FINAL PLAT CERTIFICATIONS

The following wording shall be on all final plats.

OWNER'S SURVEYOR - FINAL PLAT CERTIFICATION:

THE STATE OF ALABAMA)

ST. CLAIR COUNTY)

The undersigned, _____, Registered Land surveyor in the 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

STEP 3 Cont'd:

City of Riverside
SUBDIVISION REGULATIONS

APPENDIX - REQUIRED FINAL PLAT CERTIFICATIONS

The following wording shall be on all final plats.

OWNER'S ENGINEER - FINAL PLAT CERTIFICATION:

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 Riverside, 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
AUTHORIZED AGENT
(as necessary)



I, _____, give authority for the following person(s) to execute all documents and activities (including but not limited to: submitting and signing for associated applications for consideration by the City of Riverside Planning Commission and/or Board of Zoning Adjustment) with the City of Riverside, on my behalf for my property, located within the city limits of Riverside, Alabama at:

Owner Name

Authorized Agent Name

Email

Email

Phone Number

Phone Number

Signature of Property Owner

Date



City of Riverside
SUBDIVISION REGULATIONS
REQUIREMENTS 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	X	
Location, width and purpose of all Easements	X	
Present Zoning	X	
Acreage of each Lot	X	X
Certificates as Required		X



City of Riverside
SCHEDULE OF FEES



Zoning Review

Site Plan Review No Fee

Planning Commission Application Fees

Subdivision - Preliminary or Final Plat Approval

Per Lot \$50.00
Per Adjacent Property Owner \$8.65 or current rate for Certified Return Receipt Mail

Administrative Subdivision Plat \$50.00

Approval Conditional/Approved \$50.00

Use Rezoning \$300.00 + \$125 legal advertising
Per Adjacent Property Owner \$8.65 or current rate for Certified Return Receipt Mail

Annexation
Per Parcel \$150.00

Pre-Application Meeting No Fee

Vacation of Street, Easement, or Alley \$750.00 includes legal fees

Zoning Board of Adjustments Application Fees

Variance \$100.00
Per Adjacent Property Owner \$8.65 or current rate for Certified Return Receipt Mail

Miscellaneous Fees

Printed Color Zoning Map \$10.00
Zoning Ordinance \$10.00
Comprehensive Plan \$10.00

Construction Fees

License or Permits Contact Revenue & Inspections at 205-338-7692 x 3.