



City of Enterprise

Department of Engineering Services & Public Works
501 S Main Street
Enterprise, Alabama 36330
Phone (334) 348-2671
Fax (334) 348-2672

SUBDIVISION PACKET

The subdivider or developer is required to consult early and informally with the Building Official and City Engineer. This conceptual plan review is intended to provide the applicant with the assistance of the City Engineer and City departments to provide an overview of the subdivision process, answer questions, and facilitate the subsequent preparation and approval of the subdivision plat or development plan. This allows the subdivider and local officials to discuss the proposed subdivision in an informal setting, and to deal with issues and correct design errors or problems during the early stages of the project.

The subdivider shall present a lot layout sketch drawn to scale including the location of the proposed subdivision in relation to the surrounding area; existing features such as railroads, highways, drainage facilities, lake, woodland; other significant natural and built features; the general topography of the site; and the proposed pattern of streets, lots, and blocks. Copies may be distributed to other City departments to obtain comments and suggestions.

Upon completing the pre-application meeting, the applicant may proceed to prepare the subdivision application and preliminary plat. Neither the applicant nor the City shall be bound by the pre-application review; and it is expressly understood that favorable consideration by the City at the pre-application stage of the process shall under no circumstances be construed as preliminary or tentative approval.

The applicant further understands there shall be no grading or other site preparation work prior to final approval of the preliminary and final plats. No grading, tree cutting or other site preparation work shall commence until all required permits (Health Dept., ADEM, etc.) have been obtained.

Project Name

Print Name

Signature

Date



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Contents:

Planning Commission Meeting Calendar
Preliminary Plat Application
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Submission Checklist:

Preliminary Plat

- \$100.00 Application and Review Fee
- Letter requesting review and approval of the plat
- Deed and/or complete authorization to act as applicant
- Five (5) 22" x 34" prints of the Preliminary Plat PLUS five (5) copies of all related documents
- Twelve (12) 11" x 17" copies
- Name and address of all adjacent property owners
- Electronic Autocad DWG file for the E-911 Coordinator, email to thill@enterpriseal.gov

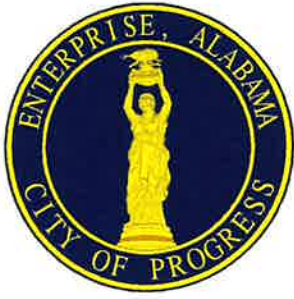
Final Plat

Prior to final plat submission, the following is required:

- Walk-through thirty (30) days prior to submittal
- As-builts submitted to Engineering and Water Works
- Street light placement approval
- Cluster mailbox approval

Once those requirements have been met:

- Letter requesting review and approval of the final plat
- Six (6) signed and sealed final plats
- Twelve (12) 11" x 17" copies
- Digital format based on NAD 83 Alabama East State Plain, GPS, Arcview and Autocad format
- Bill of Assurance
- House numbering plan from the City's E-911 Coordinator
- Resolution from the City Council accepting the dedication of parks or other open public spaces
- Two (2) digital copies of as-builts to include GPS coordinates of all utilities
- Three (3) complete sets of as-built plans



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2022 Planning Commission Calendar

<u>Submittal Deadline</u>	<u>Public Notice Sign for Rezones</u>	<u>Meeting Date</u>
January 4	January 10	January 25
February 1	February 7	February 22
March 2	March 8	March 22
April 6	April 12	April 26
May 4	May 10	May 24
June 7	June 13	June 28
July 6	July 12	July 26
August 3	August 9	August 23
September 7	September 13	September 27
October 4	October 12	October 25
November 4	November 10	November 22
December 2	December 9	December 27

Applications are due by 4:30 pm on the deadline dates noted. All meetings are held the fourth Tuesday of every month at 4:30 pm in the City Council Chambers at City Hall unless conflicted by holiday. No meeting will be held if no requests are obtained.



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PRELIMINARY PLAT APPLICATION

Subdivision Name: _____ Date: _____

Address/Location of Property: _____
(Address must be approved by the E-911 Coordinator)

Applicant Name: _____ Phone: _____

Applicant Address: _____

E-Mail: _____

Developer: _____ Phone: _____

Engineer: _____ Phone: _____

Surveyor: _____ Phone: _____

Property Owner: _____ Phone: _____

In accordance with the Enterprise Subdivision Regulations, an application for Preliminary Plat Approval shall be submitted to the Planning Commission not later than fifteen (15) days prior to the scheduled meeting date along with the following items. However, prior to Planning Commission review, the Preliminary Plat shall be reviewed by the City Engineer and will be referred for review and report to other City departments and appropriate officials.

- ___ \$100.00 Application and Review Fee
- ___ Letter requesting review and approval of the plat
- ___ Deed and/or complete authorization to act as applicant
- ___ Five (5) 22" x 34" prints of the Preliminary Plat PLUS five (5) copies of all related documents
- ___ Twelve (12) 11" x 17" copies
- ___ Name and address of all adjacent property owners
- ___ Electronic Autocad DWG file for the E-911 Coordinator, email to thill@enterpriseal.gov

Preliminary plats shall be considered by the Planning Commission at a public hearing. Notice of the time and place at which a preliminary plat will be considered shall be sent to the subdivider and to the person(s) identified on the plat as the owner(s) of the land. The owners of all abutting property shall also be notified by certified mail of the hearing at least five (5) days prior to such hearing.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Approved By: _____ Date: _____



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FINAL PLAT APPLICATION

Subdivision Name: _____ Date: _____

Address/Location of Property: _____
(Address must be approved by the E-911 Coordinator)

Applicant Name: _____ Phone: _____

Applicant Address: _____

E-Mail: _____

Prior to final plat submission, the following is required:

- ___ Walk-through thirty (30) days prior to submittal (gives City departments ample time for reinspection)
- ___ As-builts submitted to Engineering and Water Works
- ___ Street light placement approval
- ___ Cluster mailbox placement approval and who is responsible for maintenance

In accordance with the Enterprise Subdivision Regulations, an application for Final Plat Approval shall be submitted to the Planning Commission not later than fifteen (15) days prior to the scheduled meeting date along with the following items:

- ___ Letter requesting review and approval of the final plat
- ___ Six (6) signed and sealed final plats
- ___ Twelve (12) 11" x 17" copies
- ___ Digital format based on NAD 83 Alabama East State Plain, GPS, Arcview and Autocad format
- ___ Bill of Assurance
- ___ House numbering plan from the City's E-911 Coordinator
- ___ Resolution from the City Council accepting the dedication of parks or other open public spaces
- ___ Two (2) digital copies of as-builts to include GPS coordinates of all utilities
- ___ Three (3) complete sets of as-built plans

Final plats shall be considered by the Planning Commission at a public hearing. Notice of the time and place at which a final plat will be considered shall be sent to the subdivider and to the person(s) identified on the plat as the owner(s) of the land. The owners of all abutting property shall also be notified by certified mail of the hearing at least five (5) days prior to such hearing.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Approved By: _____ Date: _____



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The following verbiage shall be included on the Final Plat:

Cluster-style Mailbox Kiosk:

The City of Enterprise shall have no responsibility, liability or obligation as it relates to the kiosk and associated improvements. The applicable homeowner's association, if organized and exists, or if not, the lot owners, jointly and severally, shall have such responsibilities and related obligations.

Dedication of Streets:

This will certify that the City Council of the City of Enterprise, Alabama approved and accepted the dedication of the streets and other public easements/improvements for maintenance "unless noted or shown otherwise", but subject to applicable warranties/obligations of developer, his/her/their successors or assigns per applicable ordinances, resolutions, subdivision regulations or other rules of the City.

Detention/Retention Pond and/or Lake(s)

_____, their successors and assigns, and all lot interest holders and owners of any lot or parcel of property in _____ Subdivision, their heirs, personal representatives, successor and assigns, shall all jointly and severally, have the full and complete responsibility for all matters, including but not limited to, maintenance and repair, concerning the lake, any ponds, any detention ponds and any common areas (and any drainage structures related thereto) whether shown on, associated with, or related to the final plat of _____ Subdivision, along with the full and complete responsibility for any dams and storm drainage structures associated with all lakes, ponds, and detention ponds, and common areas. It is specifically noted that the City of Enterprise shall have no responsibility, liability, or obligation as to all of the matters stated above in this paragraph. Further, and without limiting the scope of the preceding sentence, in no way shall any said lake, detention pond, other pond or common area be deemed in part or in whole a City-owned, dedicated, or maintained storm water drainage facility, system or other improvement. Any storm water drainage easement, piping, or other improvement that the City may accept for maintenance related to this final plat of _____ Subdivision (for example only, the storm water structures and piping related to City-maintained streets), shall not include any pond, lake, detention pond, or common area. In consideration of the recommendations of the City's personnel and consulting engineer that this final plat be approved by the planning commission as submitted, and in exchange for other good and valuable consideration the sufficiency of which is acknowledged, _____ and the lot owners/interest holder of any lot or parcel in the subdivision, and all of the aforesaid entities' and individuals' respective heirs, personal representatives, successors and assigns, agree to hold the City of Enterprise and its employees, offices and consulting engineer harmless related to any claim or contention that the once accepted for maintenance by the City as to any storm water drainage easement, structure or improvement (which in no event shall be any lake, pond, detention pond or common area), that said easement, structure or improvement overburdens or contributes in any manner to any damage done to any lake, pond, detention pond or common area whether shown on, associated with, or related to the final plat of _____ Subdivision.