



City of Mobile • Planning & Zoning
Subdivision Application

All of the necessary information for Subdivision approval, as required by the Subdivision Regulations, must be submitted with this application, otherwise, this application will not be considered for approval. Please submit:

- SEVEN (7) copies of his application;
- SEVEN (7) copies of the Engineer's / Surveyor's plats and Legal description;
- DIGITAL copy (DXF or DWG - AutoCAD 2007 compatible) of the Engineer's / Surveyor's plat; and
- Labels and copy of labels.

Subdivision Name

Location

Engineer's Name

Phone

Email

Address

Zip Code

Applicant's Name

Phone

Email

Address

Zip Code

Owner's Name

Phone

Email

Address

Zip Code

Parcel Number (s)

Area of Property, sq ft or acres: _____ Proposed Number of Lots: _____

Section, Township, Range: _____ Flood Zone: _____

Current zoning: _____

Sanitary facilities provided (Ex: City water and individual septic tanks): _____

The undersigned submits the enclosed subdivision plan for Tentative Approval by the Mobile City Planning Commission.

Signature of owner or authorized agent of owner

Date

Signature of property owner, or letter from property owner authorizing applicant to submit application, is required to file (if applicant is not the owner).

Build Mobile, PO Box 1827, Mobile, Alabama 36633

For more information: www.BuildMobile.org | planning@cityofmobile.org | 251.208.5895

Visit our help window: Mobile Government Plaza, 205 Government Street, Third Floor South Tower

LABELS AND NOTIFICATION REQUIREMENTS: Obtain the names and complete addresses of abutting property owners and property owners directly across the street from the subject property, as shown by the latest assessment records of the Mobile County Revenue Commissioner's Office located in the plat and map room. **ALL property ownership information provided for notification MUST be verified through Probate Court records.** Failure to provide a complete and accurate list will delay your request.

Please submit:

- Three (3) labels TYPED on a standard ADDRESS size (approximately 1" x 2-5/8") white self-adhesive label for EACH name and address (Please use 8-1/2" x 11" sheets of labels);
- Include three labels with the APPLICANT'S name and address, and OWNER'S name and address, if different from Applicant; and
- A photocopy of the typed labels must also be submitted.

APPLICATION FEES

Initial Application: \$50.00 application fee + \$10.00 per lot (1 - 10 lots); \$5.00 each additional lot; + \$1.00 computer usage fee + First-Class Certified Mail with Return Receipt postage fee + \$1.00 Notification Fee for applicant and/or owner, each adjacent property owner and each property owner directly across the street. Application Extension: \$25.00 flat fee + \$1.00 computer usage fee

LATE FEES: A late fee of 50% of the total application cost will be charged for any applications received after the noon deadline.

PAYMENT: Checks payable to the City of Mobile, credit cards, or cash.

Application Submission Contact Information

Name of Project _____

Address _____

Owner _____

Address _____ Zip Code _____

Phone _____ Fax _____ Email _____

Authorized Agent _____

Address _____ Zip Code _____

Phone _____ Fax _____ Email _____

Contractor _____

Address _____ Zip Code _____

Phone _____ Fax _____ Email _____

Civil Engineer _____

Address _____ Zip Code _____

Phone _____ Fax _____ Email _____

Architect _____

Address _____ Zip Code _____

Phone _____ Fax _____ Email _____

Submitted by:

Signature _____ Print _____

Date _____ Affiliation to project/Organization _____

Subdivision Checklist

- Seven (7) copies of completed application
- Legal description of site in question (from deed or survey, not a tax assessment description)
- Seven (7) copies of preliminary plat for subdivision by a certified engineer or surveyor
- Digital copy (DXF or DWG - AutoCad 2007 compatible) of preliminary plat
- Three address labels for each property owner; three address labels for applicant; and if applicant and owner differ, three labels for owner
- Postage fee and notification fee for each property owner, applicant and/or owner. (please do not submit addressed envelopes or postage stamps)
- One photocopy of address labels

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE PROCESSED. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY THE PROCESSING OF YOUR REQUEST.