



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:

- **For hard copy submissions**, SEVEN (7) copies of this application;
- **For hard copy submissions**, SEVEN (7) copies of the Engineer's / Surveyor's plats and Legal description;
- DIGITAL copy (DXF or DWG - AutoCAD 2007 compatible and PDF) of the Engineer's / Surveyor's plat; and
- Labels and copy of labels.
- Digital submissions are required by noon on the deadline filing date.

Fees

Standard Subdivision\$500 base fee +30 per lot + Mailing fee
Minor Subdivision Fee \$250 base fee + Mailing Fee
Computer usage fee\$1

[plus First Class Certified Mail with return postage fee for the applicant, property owner (if different from the applicant), and each adjacent property owner and each property owner directly across the street]

Please select the application type: Standard Subdivision Minor Subdivision

1. APPLICANT INFORMATION If other than the property owner, must furnish written authorization from owner. Owner must submit evidence, such as deed or tax assessment that the person has right of possession to the land and any structures thereon.

	Applicant	Agent (If Applicable)
Name:		
Firm:		
Phone:		
Email:		
Address:		
	Owner	Civil Engineer / Surveyor
Name:		
Firm:		
Phone:		
Email:		
Address:		

2. PROPERTY INFORMATION If annexes and bounds legal description, please attach.

Subdivision Name

Location

Property Address

Property Area (acres or square feet)

Parcel Number(s) or Key Number(s)

Present Zoning or Transect District

Proposed Number of Lots

Section, Township, Range

Flood Zone

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

3. LABELS FOR NOTIFICATION 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 (hard copy only).

4. SIGNATURE It is warranted in good faith by the applicant whose name is signed hereto that all of the above facts are true and correct.

Owner Signature

Date

Applicant or Agent Signature (if applicable)

Date

Subdivision (Standard and Minor)

The following information is required to evaluate the application. Please provide all the following information as additional documentation.

- Seven (7) copies of completed application (Multiple copies for paper submissions only)
- 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 (Multiple copies for paper submission only)
- Digital copy (DXF or DWG - AutoCad 2007 compatible and PDF) 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 (paper submission only)

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

Monday, Tuesday, Thursday, Friday: 8 am – 3 pm; Wednesday: 8 am – 1 pm