



# Subdivision Application

City of Opelika

Opelika Planning Department

700 Fox Trail, Opelika, Al 36801

(334) 705-5156, Fax (334) 705-5159



Date Submitted: _____	PC Deadline: _____
Agenda Item: _____	PC Meeting: _____

## OWNER/APPLICANT INFORMATION

Owner of Property: \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Address \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone: \_\_\_\_\_

## PARCEL INFORMATION

Subdivision Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Current Land Use: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
 Level of Approval:  sketch  Administrative  Preliminary  Final  
 Purpose of Subdivision: \_\_\_\_\_

### FOR OFFICE USE – Acct. # 1-315-01-03

Number of lots in Subdivision \_\_\_\_\_ x \$3.00 = \$ \_\_\_\_\_  
 Number of Adjacent Property Owners \_\_\_\_\_ x \$5.54 = \$ \_\_\_\_\_  
 Subdivision Fee: preliminary = \$75; final = \$75 = \$ 75.00  
**TOTAL** = \$ \_\_\_\_\_

#### Signatures

Applicant: \_\_\_\_\_  
 Planning: \_\_\_\_\_  
 Revenue: \_\_\_\_\_

I, the undersigned, hereby request the Opelika Planning Commission review the Subdivision Plat for (name of subdivision) \_\_\_\_\_ Subdivision. I understand that I must provide certain information as noted in Section 4.2, Section 4.3, and/or Section 4.4 of the Opelika Subdivision Regulations in order for the Planning Commission to review my plans. The City may require additional information or requirements, or waive certain requirements, at any time during the process. Failure to provide accurate and complete information may result in disapproval by the Planning Department and/or Planning Commission. This application, plat, and all other information are submitted with the full authorization and knowledge of the property owner(s). The undersigned below hereby swears to be the authorized applicant designated by the property owner(s) as representative or agent for the property owner(s) and therefore authorized to make said application and submit said documents on this request. The undersigned authorizes the City to inspect the subject property as necessary in reviewing the above referenced request.

\_\_\_\_\_  
Signature (owner or authorized applicant)

\_\_\_\_\_  
Date



## SUBDIVISION PLAT APPROVAL REQUIREMENTS AND INFORMATION

1. Application due 1st Tuesday each month. (Meeting 4<sup>th</sup> Tuesday each month; Work Session is Thursday before Planning Commission each month)
2. Application signed by property owner or authorized applicant.
3. List adjacent property owners on separate sheet.
4. Submit 26 copies of the plat (21 – 11 x 17 if legible; 4 – 24 x 36; 1 – 8 x 11). Copies must accompany and be made part of this application.
5. For preliminary plat approval only or preliminary & final approval combined, if allowed: **\$75 application fee, plus \$5.34 each certified letter, plus \$3 each lot** in subdivision. Checks payable City of Opelika. For final plat approval only: \$75 application fee.
6. Approval of a preliminary plat by the Planning Commission shall expire in one year after approval date; approval of a final plat by the Planning Commission shall be null and void if the plat is not recorded within 120 days after approval date.
7. Final plat approval shall not be given at the same Planning Commission meeting when preliminary approval is requested if public infrastructure improvements are required. When public improvements are required 20 days must lapse between preliminary and final approval.
8. Planning Commission Deadline – 1st Tuesday each month  
Planning Commission Worksession – Thursday before Planning Commission each month  
Planning Commission Regular meeting – 4<sup>th</sup> Tuesday each month