CITY OF TUSCALOOSA
PLANNING COMMISSION SUBDIVISION CHECKLIST

NOTE: ALL THE NECESSARY INFORMATION FOR SUBDIVISION APPROVAL AS REQUIRED BY THE SUBDIVISION REGULATIONS MUST BE SUBMITTED WITH THIS APPLICATION AS WELL AS ALL ITEMS BELOW. OTHERWISE, THIS APPLICATION WILL NOT BE ACCEPTED.

NAME OF SUBDIVISION: _____

PARCEL NUMBER: _____ TOTAL ACRES_____

ENGINEER'S NAME _____

ADDRESS: _____ ZIP: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

OWNER'S NAME: _____

ADDRESS: _____ ZIP _____

ALL 12 PLATS MUST BE FOLDED (8 ½" X 11" not smaller or larger) MAP FOLD.

PRE-DESIGN CONFERENCE	☐ **YES**	☐ **NO**	☐ **N/A**
MASTER PLAN PROVIDED (Required if developer owns or has options on 20 or more additional acres – Not required if developer has written waiver from Planning Director)	☐ **YES**	☐ **NO**	☐ **N/A**
DRAINAGE STUDY (Required if developer owns or controls more than ten acres in one watershed – Copy provided to Planning & TDOT)	☐ **YES**	☐ **NO**	☐ **N/A**
WAIVER REQUEST PROPERLY SUBMITTED (Cost analysis provided to Planning & TDOT for waiver request of sanitary sewer)	☐ **YES**	☐ **NO**	☐ **N/A**
REDUCED COPIES OF DEVELOPMENT (8 ½" X 11") (TAX MAP – VICINITY MAP - SUBDIVISION PLAT **WITHOUT CONTOUR LINES**)	☐ **YES**	☐ **NO**	☐ **N/A**
DESIGNATION OF AGENT FORM	☐ **YES**	☐ **NO**	☐ **N/A**

Three labels (1" x 2 5/8" white self-adhesive) must be submitted for each name and address of adjacent property owners, including three labels with the applicant's and owner's name and address.

NOTE: After the mailing of any notification to surrounding property owners, a petitioner or developer may only request to have the scheduled hearing on the petition postponed by *appearing at the hearing in person* to request a continuance.

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

APPLICANT'S SIGNATURE:_____ DATE:_____