PROCEDURE FOR CERTIFICATE TO SUBDIVIDE / CONSOLIDATE DECATUR, ALABAMA

Submit the following items to the Decatur City Planning Department twenty-one (21) days prior to the monthly Planning Commission meeting (next to the last Tuesday of each month): The application may be mailed to: P. O. Box 488, Decatur, AL 35602 or emailed to planningcommissionapplications@decatur-al.gov or hand delivered to 308 Cain St. NE.

A completed application consists of the following items:

1. A copy of the deed to the property showing current ownership.

2. Letter from owner(s) requesting the subdivision (or consolidation) by Certificate (see example letter).

3. The original and two copies of the "Certificate to Subdivide/Consolidate" (see sample certificate). Please provide electronically in ".docx or .PDF" formats. Email electronic file to planningcommissionapplications@decatur-al.gov.

4. A Certificate to Subdivide/Consolidate may be used for property in the City Limits. The Extraterritorial Certificate must be used for property in the Planning Jurisdiction. Samples of both certificates are attached to this form.

5. A plat plan drawn by a registered engineer or a land surveyor; and a metes and bounds description from the most current abstract or deed (must include original and adjoining boundaries). A SURVEY WILL BE REQUIRED BY THE PLANNING COMMISSION BEFORE RECORDING THE DOCUMENT.

6. Provide the survey electronically in ".dwg/.dxf" format and State Plane Coordinate information.

   Coordinates are State Plane Coordinates on the North American Datum 1983, Alabama West Zone.

Point	Northing	Easting	Description
POB			
1			
2			
3			

7. Recording and Processing Fees: $3.00 per page plus a $6.00 processing fee. Enclose a check made payable to the Judge of Probate, Morgan County, AL.

8. A fee may be required for adjoining property owner notification (if Planning Commission requires a public hearing.)

9. After Planning Commission has approved the certificate and all conditions have been met, the Planning Department will record the certificate in the Office of the Probate Judge and return the original certificate to the applicant.

CHECKLIST

Upon submission the application will be reviewed based upon the following criteria:

1. Do all proposed lots have direct access to publicly dedicated and accepted, and opened streets?

2. Do all proposed lots have direct access to publicly dedicated and accepted water and sewer mains?

3. If public sewer main is not available, do all proposed lots meet minimum standards for a private septic system according to the State of Alabama Public Health standards?

4. No public improvements or extension of utilities, (streets, drainage, water, sewer, et.) are required.

5. Preferably, a certificate should be little more than the "adjustment" of lot lines between existing lots in a platted subdivision.

6. That portion of lots fronting existing public streets, will require "formal dedication" of property as public right-of-way if such has never been granted, to be determined by the City Engineer.

7. Major existing drainage ways will require "formal dedication" of drainage easements, and widths will be determined by the City Engineer.

8. Definition of Certificate to Subdivide:

"Any subdivision containing not more than three (3) lots fronting on an existing, improved street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or these regulations."

Page 5, Subdivision Regulations of the City of Decatur, Alabama, Revised January 1996.

SAMPLE

LETTER OF AUTHORIZATION
TO SUBDIVIDE OR CONSOLIDATE PROPERTY

Date_____

Decatur City Planning Commission
P.O. Box 488
Decatur, AL 35602

Ladies & Gentlemen:

I _____, the owner, do herewith request that the property described in the attached Certificate to Subdivide/Consolidate, be processed as stated herein.

_____
Signature

_____

_____
Address

_____
Phone number

SAMPLE

CERTIFICATE TO SUBDIVIDE / CONSOLIDATE

STATE OF ALABAMA)

MORGAN COUNTY)

KNOW ALL MEN BY THESE PRESENTS THAT:

The Decatur City Planning Commission does hereby certify that it has received a request from _____, the owner of the following described real estate, situated in Morgan County, Alabama, to wit:

(Description for each unit inserted here)

for permission to convey, hold, sell, purchase, or otherwise treat said property in __ unit(s) or parcel(s) as follows, to-wit:

(Description for each unit inserted here)

It is further certified that the Decatur City Planning Commission has determined that the conveyance, holding, selling, purchasing, leasing and otherwise treating the said property in _____unit(s) or parcel(s) as the subdivision of land contained in the Subdivision Regulations of the City of Decatur, and the above aforesaid is in harmony and conformity with the general requirements and minimum standards of design for described units may be conveyed without destroying the intent of said regulations and in conformity with the general requirements and minimum standards, as aforesaid, and the said Planning Commission does hereby authorize and approve the conveyance of deed, lease, mortgage, or other form of conveyance of said above described units by said owner and by any other person having an interest therein or being a successor in title thereto; provided, however, that said units as hereinabove particularly described and designated may not hereafter be conveyed without further approval of the Planning Commission, except in the footages and frontages as herein approved for the conveyance of said units and as complete units as hereinabove described.

IN WITNESS WHEREOF, the Decatur City Planning Commission has caused this certificate to be issued

and executed by its Chairman on this the _____day of _____, 20____.

DECATUR CITY PLANNING COMMISSION

BY:_____
Its Chairman

STATE OF ALABAMA)

MORGAN COUNTY)

I, _____, a Notary Public in and for said County in said State hereby certify that
_____, whose name as Chairman of the Decatur City Planning Commission is signed to the foregoing certificate and who is known to me, acknowledged before me on this day that being informed of the contents of the certificate, he, in his capacity as Chairman of the Decatur City Planning Commission executed the same voluntarily for and as the act of said Planning Commission and with full authority.

GIVEN under my hand and the seal of my office, this the _____day of _____, 20_____.

_____
NOTARY PUBLIC

SAMPLE

SAMPLE CERTIFICATE

STATE OF ALABAMA)

MORGAN COUNTY)

CERTIFICATE TO SUBDIVIDE EXTRATERRITORIAL JURISDICTION

KNOW ALL MEN BY THESE PRESENTS THAT:

The Decatur City Planning Commission does hereby certify that it has received a request from (Name of Property Owner(s)), the owners of the following described real estate, situated in Morgan County, Alabama, to wit:

(Description inserted here)

for permission to convey, hold, sell, purchase, or otherwise treat said property in _____units or parcels as follows, to-wit:

(Description inserted here)

It is further certified that the Decatur City Planning Commission has determined that the conveyance, holding, selling, purchasing, leasing and otherwise treating the said property in _____units or parcels as aforesaid is in harmony and conformity with the general requirements and minimum standards of design for the subdivision of land as contained in the Subdivision Regulations/Standards of both (the more stringent shall apply) the City of Decatur, and Morgan County, Alabama, and the above described units may be conveyed without destroying the intent of said regulations/standards and in conformity with the general requirements and minimum standards, as aforesaid, and the said Decatur City Planning Commission and the Morgan County Engineer do hereby authorize and approve the conveyance of deed, lease, mortgage, or other form of conveyance of said above described units by said owner and by any other person having an interest herein or being a successor in title thereto; provided, however, that said units as hereinabove particularly described and designated may not hereafter be conveyed without further approval of the Decatur City Planning Commission and the Morgan County Engineer, except in the footages and frontages as herein approved for the conveyance of said units and as complete units as hereinabove described.

SAMPLE

IN WITNESS WHEREOF, the Decatur City Planning Commission has caused this certificate to be issued and executed by its Chairman on this the _____day of _____, 20____.

DECATUR CITY PLANNING COMMISSION APPROVAL (MORGAN COUNTY COMMISSION)

BY: _____ BY: _____
Its Chairman Morgan County Engineer

STATE OF ALABAMA)
MORGAN COUNTY)

I, _____, a Notary Public in and for said County in said State hereby certify that _____,whose name as Chairman of the Decatur City Planning Commission is signed to the foregoing certificate and who is known to me, acknowledged before me on this day that being informed of the contents of the certificate, he, in his capacity as Chairman of the Decatur City Planning Commission executed the same voluntarily for and as the act of said Planning Commission and with full authority.

GIVEN under my hand and the seal of my office, this the _____day of _____, 20___

_____
NOTARY PUBLIC

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a Notary Public in and for said County in said State hereby certify that _____, whose name as the Morgan County Engineer is signed to the foregoing certificate and who is known to me, acknowledged before me on this day that being informed of the certificate, he in his capacity as the Morgan County Engineer executed the same voluntarily for and as required for areas within the Decatur City Planning Commission extraterritorial jurisdiction.

Given under my hand and the seal of my office, this the _____day of _____, 20__.

_____
NOTARY PUBLIC