

Memorandums numbered 1 through 16 have been incorporated into the revised Subdivision Regulations which took effect August 13, 2010.

Madison County

DEPARTMENT OF PUBLIC WORKS

DIRECTOR
DAVID J. POPE, P.E., P.L.S.
COUNTY ENGINEER

266-C Shields Road
HUNTSVILLE, ALABAMA 35811

(256) 746-2900
FAX: (256) 746-2905

MEMORANDUM #1

8 NOVEMBER, 2007

THIS IS TO REMIND EVERYONE THAT THE ENGINEER IS REQUIRED TO BE AT THE INFORMATIONAL MEETINGS TO ANSWER QUESTIONS THAT MAY ARISE REGARDING THEIR DESIGN PLANS. IF THE ENGINEER IS LATE OR ABSENT IT MAY CAUSE THE SUBDIVISION TO BE PULLED FROM THE AGENDA AND RESCHEDULED. THIS WOULD MEAN THAT THE NOTIFICATIONS WOULD NEED TO BE RESENT AND THE REVIEW MAY BE DELAYED 28 +/- DAYS.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ME @ 746-2925.

THANKS,



J. SHELBY ASTON, PLS

Madison County
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COUNTY ENGINEER

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HUNTSVILLE, ALABAMA 35811

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MEMORANDUM #2

9 NOVEMBER, 2007

NOTIFICATION LETTER

**PLEASE BE AWARE THAT THE WORDING ON THE
"NOTIFICATION LETTER" HAS CHANGED. SEE THE ATTACHED
SAMPLE.**

IF YOU HAVE ANY QUESTIONS PLEASE CALL ME @746-2925.

THANKS,



J. SHELBY ASTON, PLS

Notification Letter

(To be sent Certified Mail)

(Insert Name and Address)

Re: (Insert Name of Subdivision)

To Whom It May Concern:

Because you are an adjoining property owner, you are hereby notified that the Madison County Engineer will recommend approval of the above-referenced Subdivision to the Madison County Commission. An informational meeting will be held at 7:30 a.m. on (insert date of informational meeting) at the office of the Madison County Engineer located at 266-C Shields Road; Huntsville, Alabama 35811. You are invited to attend. For further information, contact the Madison County Engineer's office at (256) 746-2925.

Signature of Developer's or Owner's
Representative

Madison County

DEPARTMENT OF PUBLIC WORKS

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COUNTY ENGINEER

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MEMORANDUM #3

10 DECEMBER, 2007

REPAIRS WITHIN SUBDIVISION R.O.W.'S RE-INSPECTION FEE INCREASE

THE PURPOSE OF THIS MEMO IS TO CLARIFY THE PROCEDURE FOR MAKING REPAIRS TO ANY UTILITY WITHIN EXISTING OR PROPOSED ROADWAYS IN MADISON COUNTY. THE DESIGN ENGINEER IS TO CONTACT MADISON COUNTY PRIOR TO EXCAVATION WITHIN ANY ROADWAY. AFTER THE REPAIR IS MADE AND BACKFILLED WITH STONE THE ENGINEER SHOULD CONTACT MADISON COUNTY FOR A PROOF ROLL OF THE REPAIRED AREA. THE RE-INSPECTION FEE MUST BE PAID BEFORE THE INSPECTION IS SCHEDULED.

DUE TO THE RECENT AMOUNT OF FAILED INSPECTIONS OUR FEE FOR A RE-INSPECTION WILL BE INCREASED TO \$100.00, BEGINNING 1 JANUARY, 2008.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT ME @746-2925.

THANKS,



J. SHELBY ASTON, PLS

Madison County

DEPARTMENT OF PUBLIC WORKS

DIRECTOR
DAVID J. POPE, P.E., P.L.S.
COUNTY ENGINEER

266-C Shields Road
HUNTSVILLE, ALABAMA 35811

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FAX: (256) 746-2905

REMINDER (MEMO #1, 8 NOV., 07) 4 JANUARY, 2008

THE PURPOSE OF THIS CORRESPONDENCE IS TO REMIND EVERYONE THAT THE ENGINEER OF RECORD (THE PERSON WHO STAMPS THE PLANS) AND NOT HIS REPRESENTATIVE MUST BE PRESENT AT THE SUBDIVISION INFORMATIONAL MEETINGS (SEC. 4.3.4 OF THE S/D REGS.). THE MEETING WILL BE AT 7:30 (NOT 7:00 AS STATED IN THE REGS.). HE SHOULD BRING PLANS, PERMITS, DRAINAGE CALCULATIONS AND ANY OTHER DATA THAT MAY BE NEEDED TO ANSWER QUESTIONS THAT MAY ARISE DURING THE MEETING. FAILURE TO HAVE THE DATA NECESSARY TO ANSWER QUESTIONS MAY RESULT IN THE SUBDIVISION BEING PULLED FROM THE AGENDA AND THE NOTIFICATIONS RESENT.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.

THANKS,



J. SHELBY ASTON, PLS

Madison County

DEPARTMENT OF PUBLIC WORKS

DIRECTOR
DAVID J. POPE, P.E., P.L.S.
COUNTY ENGINEER

266-C Shields Road
HUNTSVILLE, ALABAMA 35811

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FAX: (256) 746-2905

MEMORANDUM #4

REPRODUCTION POLICY AND FEES

7 JANUARY, 2008

THIS IS TO NOTIFY ALL ENGINEERING FIRMS THAT ANY INFORMATION IN A SUBDIVISION FILE (EXCEPT MATTERS THAT PERTAIN TO COSTS) ARE CONSIDERED PUBLIC RECORD. THESE ITEMS MAY BE REVIEWED AND COPIED BY THE GENERAL PUBLIC.

THE PROCEDURE FOR REVIEW and REPRODUCTION IS AS FOLLOWS:

THE FILES MAY BE REVIEWED AT OUR OFFICE, MONDAY – FRIDAY, FROM 7:30AM – 2:30 PM.

A WRITTEN REQUEST MUST BE SUBMITTED TO THE MADISON COUNTY SUBDIVISION DEPARTMENT A MINIMUM OF 48 HOURS PRIOR TO REPRODUCTION OF THE FILES. THIS REQUEST MUST CONTAIN WHAT FILES ARE TO BE COPIED ALONG WITH THE NAME, ADDRESS, and PHONE NUMBER OF THE PERSON TO BE CONTACTED WHEN THE COPIES ARE READY TO BE PICKED UP.

REPRODUCTION CHARGES ARE \$0.25 PER SHEET FOR 8.5 x 11 SHEETS WITH A \$5.00 MINIMUM. PLAN SIZE SHEETS (24" x 36") WILL BE \$5.00 PER SHEET. ALL FEES ARE TO BE PAID IN ADVANCE.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.

THANKS,

J. SHELBY ASTON, PLS

Madison County
DEPARTMENT OF PUBLIC WORKS

DIRECTOR
DAVID J. POPE, P.E., P.L.S.
COUNTY ENGINEER

266-C Shields Road
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MEMORANDUM #5
REVISED COMPLETION LETTER AND
INSPECTION PROCEDURES
21 APRIL, 2008

BEGINNING JUNE 1ST OUR INSPECTION PROCEDURES WILL CHANGE. PLEASE LET YOUR PEOPLE KNOW SO THERE IS NO TIME LOST DUE TO A MISUNDERSTANDING. AS OF THE ABOVE DATE A REPRESENTATIVE OF THE ENGINEERING FIRM WILL NEED TO SCHEDULE AND BE PRESENT AT ALL INSPECTIONS (INCLUDING PIPE INSPECTIONS).

AS OF THE DATE OF THIS MEMO, OUR COMPLETION LETTER HAS CHANGED. PLEASE SEE THE ATTACHED EXAMPLE AND USE IT IN THE FUTURE.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.

THANKS FOR YOUR HELP.



J. SHELBY ASTON, PLS

E-X-A-M-P-L-E
(Your Letterhead)

(Date)

Mr. David Pope
Madison County Engineering Department
266-C Shields Road
Huntsville, AL 35811

RE: (Subdivision Name)

Dear Mr. Pope:

I, (Name of Engineer, PE, Subdivision Name) hereby certify to the following items under Section 9.2 of the Madison County Subdivision Regulations:

All required public improvements are complete or, if not complete, guaranteed by a surety approved by Madison County.

The public improvements are in compliance with the minimum standards specified by the County Engineer for construction.

After reasonable inquiry, I have no knowledge of defects from any cause in any public improvements.

The public improvements, including, but not limited to, streets, curbs and gutters, storm drainage structures and appurtenances, are located in dedicated rights-of-way and/or easements.

This certification is based on inspections and investigations of this engineer and shall not constitute any express or implied warranty or guarantee of the improvements, to the best of my knowledge, information, and belief.

Pursuant to Section 9.2 of the Madison County Subdivision Regulations, I, (Name of Developer, Subdivision Name) hereby certify as follows:

The public improvements are in compliance with the minimum standards specified by Madison County and the County Engineer for their construction.

I know of no defects from any cause in any public improvements within the Subdivision.

The public improvements within the Subdivision are free and clear of any encumbrances or liens.

We hereby request a final inspection with your office at your earliest convenience. Please feel free to contact our office with any questions regarding this matter.

Respectfully submitted,

By: (Signature of Engineer, Date)

By: (Signature of Developer, Date)

Madison County
DEPARTMENT OF PUBLIC WORKS

DIRECTOR
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COUNTY ENGINEER

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MEMORANDUM #6
REMINDER
DRIVEWAY PIPE

THIS IS A REMINDER THAT PERFORMANCE BONDS ARE STILL REQUIRED FOR DRIVEWAY PIPES ON PROPERTY BEING SUBDIVIDED INTO LOTS WITHOUT CURBS AND GUTTERS. THIS BOND IS FOR 25% OF THE COST OR \$5000, WHICHEVER IS GREATER.

THE BOND WILL BE RELEASED AFTER THE PIPES HAVE BEEN INSTALLED AND AN AS-BUILT SURVEY PROVIDED TO THE COUNTY ALONG WITH A PROFILE OF THE DITCHES INVOLVED, AS PER OUR USUAL PROCEEDURE.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ME AT 746-2925.

THANKS FOR YOUR HELP,


J. SHELBY ASTON, PLS

9-29-08

Madison County

DEPARTMENT OF PUBLIC WORKS

266-C Shields Road
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(256) 746-2900
FAX: (256) 746-2905

DIRECTOR

J. POPE, P.E., P.L.S.

CITY ENGINEER

MEMORANDUM #7

VARIANCE NOTIFICATION

24 NOVEMBER, 2008

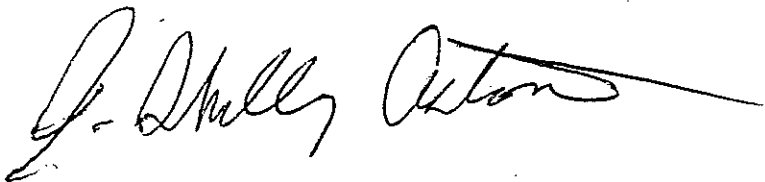
ALL ADJOINING PROPERTY OWNERS SHOULD BE NOTIFIED OF A VARIANCE REQUEST BY REGISTERED MAIL. THE RECEIPTS SHOULD BE TURNED OVER TO MURRELL RENFROE IN THE SUBDIVISION DEPARTMENT.

A LETTER PREPARED BY THE ENGINEER AND SIGNED BY ALL THE ADJOINING OWNERS (INCLUDING ANYONE ACROSS THE STREET) WILL ALSO BE ACCEPTABLE.

THE TELEPHONE NUMBER FOR THE SUBDIVISION DEPARTMENT SHOULD BE ON THE LETTER.

THE APPLICANT SHOULD TALK TO THE COMMISSIONER OF THE DISTRICT BEFORE THE FINAL PACKAGE IS SUBMITTED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.



J. SHELBY ASTON, PLS

Madison County
DEPARTMENT OF PUBLIC WORKS

DIRECTOR
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COUNTY ENGINEER

266-C Shields Road
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FAX: (256) 746-2905

MEMORANDUM #8
RESIDENTIAL and COMMERCIAL
SITE INSPECTIONS
25 NOVEMBER, 2008

BEGINNING JANUARY 1, 2009, THE MADISON COUNTY SUBDIVISION DEPARTMENT WILL PERFORM SITE INSPECTIONS ON RESIDENTIAL AND COMMERCIAL SITES FOR THE BUILDING INSPECTION DEPARTMENT.

PLEASE BE AWARE THAT THE SUBDIVISION MUST BE IN THE 2 YEAR MAINTENANCE PERIOD BEFORE THESE SITE INSPECTIONS CAN BE PERFORMED AND THAT NO "C.O." CAN BE ISSUED UNTIL THIS INSPECTION HAS BEEN PASSED.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.



J. SHELBY ASTON, PLS

Madison County
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COUNTY ENGINEER

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MEMORANDUM #9
PRIVACY FENCES IN EASEMENTS
6 JANUARY, 2009

HENCEFORTH THERE SHOULD BE A NOTE ON ALL PROPOSED AND FINAL PLATS STATING THAT PRIVACY FENCES ARE NOT TO BE CONSTRUCTED WITHIN UTILITY AND DRAINAGE EASEMENTS IN MADISON COUNTY.

SUBDIVISIONS WITH THIS NOTE MAY NOT RECEIVE FINAL OR MAINTENANCE APPROVAL UNTIL FENCES ARE REMOVED FROM EASEMENTS.

IF YOU HAVE ANY QUESTIONS PLEASE CALL ME AT 746-2925.



J. SHELBY ASTON, PLS

Madison County
DEPARTMENT OF PUBLIC WORKS

DIRECTOR
DAVID J. POPE, P.E., P.L.S.
COUNTY ENGINEER

266-C Shields Road.
HUNTSVILLE, ALABAMA 35811

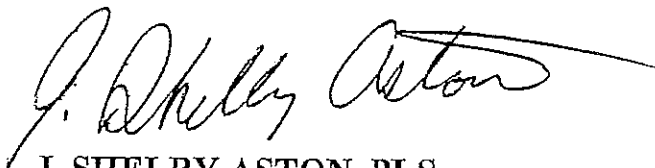
(256) 746-2900
FAX: (256) 746-2905

MEMORANDUM #10
SIDEWALKS

30 APRIL, 2009.

SIDEWALKS WILL BE REQUIRED TO BE IN PLACE AT THE TIME OF THE MAINTENANCE INSPECTION ON ANY SUBDIVISION APPROVED FOR CONSTRUCTION AFTER MAY 1, 2009. THIS SHOULD BE STATED IN A NOTE ON ALL PROPOSED PLANS PRESENTED FOR APPROVAL AFTER MAY 1ST.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @746-2925.



J. SHELBY ASTON, PLS
MADISON CO. SUBDIVISIONS

MEMORANDUM #11

CONSTRUCTION PLANS FOR SUBDIVISIONS ALONG EXISTING COUNTY ROADWAYS

5 MAY, 2009

IN THE FUTURE, SUBDIVISIONS ALONG EXISTING
COUNTY ROADWAYS WILL NEED TO CONFORM TO
THE CURRENT SUBDIVISION REGULATIONS,
INCLUDING COMPLETE CONSTRUCTION PLANS, ETC.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @
746-2925.



J. SHELBY ASTON, PLS

Madison County
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MEMORANDUM #12

Monuments on As-Builts

4 June, 2009

ALL CONCRETE MONUMENTS AND IRON PINS SHOULD BE LOCATED AND SHOWN TO BE IN PLACE ON AS-BUILT DRAWINGS. ALABAMA STATE PLANE COORDINATE VALUES OF THESE MONUMENTS SHOULD ALSO BE SHOWN ON THE DRAWING.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @746-2925.

**J. SHELBY ASTON, PLS
MADISON CO. SUBDIVISIONS**

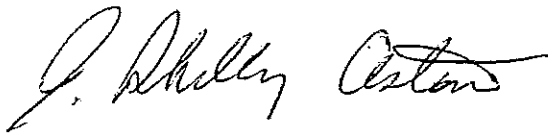
MEMORANDUM # 13

Minimum Lot Size

14 August, 2009

AS OF AUGUST 14, 2009, ARTICLE 6.2.18 OF THE MADISON COUNTY SUBDIVISION REGULATIONS WAS REVISED. PLEASE LOOK AT THE REVISION ON OUR WEB SITE AND FAMILIARIZE YOURSELF WITH THE CHANGE.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.

A handwritten signature in cursive script that reads "J. Shelby Aston". The signature is written in black ink and is positioned above the printed name.

J. SHELBY ASTON, PLS

MEMORANDUM # 14a
SUBDIVISION SUBMITTAL PACKET
4 NOVEMBER, 2009

THE FOLLOWING IS THE MINIMUM ITEMS THAT SHOULD BE SUBMITTED WITH PROPOSED CONSTRUCTION PLANS AND FINAL PLATS. YOUR SUBMITTAL WILL NOT BE ACCEPTED WITHOUT ALL OF THESE ITEMS.

PROPOSED PLAT:

- 1. DISTRICT COMMISSIONERS SIGNATURE.**
- 2. INSPECTION DEPARTMENT SIGNATURE.**
- 3. ADEM PERMIT**
- 4. PHASE 1 REPORT FROM MAD. CO. HEALTH DEP'T.**
- 5. DRAINAGE CALCULATIONS (SIGNED AND STAMPED BY ENGINEER).**
- 6. REVIEW FEE - \$250.00 + \$10.00 / LOT**
- 7. ONE COPY OF CONSTRUCTION DRAWINGS TO BE MARKED UP.**
- 8. IF VARIANCE IS REQUESTED IT SHOULD BE SUBMITTED AT THIS TIME.**

FINAL PLAT:

- 1. APPLICATION**
- 2. TITLE OPINION**
- 3. STREET LIGHT AND STREET SIGN FEE.**
- 4. LETTER OF CREDIT (PERFORMANCE OR MAINTENANCE).**
- 5. ELECTRONIC DISC**
- 6. ONE COPY OF PLAT TO BE MARKED UP.**

PLEASE CHECK THESE ITEMS BEFORE BRINGING YOUR SUBMITTALS TO OUR OFFICE. I APPRECIATE YOUR HELP IN THIS MATTER. IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @ 746-2925.

J. SHELBY ASTON, PLS

MEMORANDUM # 15

Easement Note

April 7, 2010

**BEGINNING ON THIS DATE, ALL FINAL PLATS WILL
HAVE A NOTE CERTIFYING THE TOTAL SQUARE
FOOTAGE OF ALL UTILITY AND DRAINAGE
EASEMENTS BEING DEDICATED TO THE COUNTY BY
THE RECORDING OF THE PLAT.**

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL ME @
746-2925.**

THANKS FOR YOUR COOPERATION,

J. SHELB Y ASTON, PLS

MEMORANDUM # 16

PLATS OF CORRECTION

MAY 19, 2010

ANY CHANGES MADE TO A RECORDED PLAT SHOULD BE REVIEWED BY THE MADISON COUNTY SUBDIVISION DEPARTMENT PRIOR TO RECORDING THE CORRECTED PLAT. WE WOULD LIKE TWO COPIES FOR OUR FILES AFTER THE NEW PLAT HAS BEEN RECORDED.

THANK YOU FOR YOUR COOPERATION IN THIS MATTER.

J. SHELBY ASTON, P.L.S.