

**(FINAL) SUBDIVISION**  
**APPLICATION**  
**Revised 2/24/2023**

Completed applications shall be submitted to the Madison County Subdivisions office located at 266-C Shields Road, Huntsville, AL 35811. If you have further questions, please call Kathy Rogers at 256-746-2925 or email [Krogers@madisoncountyal.gov](mailto:Krogers@madisoncountyal.gov).

**Email Submittals will not be accepted.**

**This must be FILLED out COMPLETELY before plans will be reviewed.**

**CHECK ALL BOXES THAT APPLY**

**REQUIRED INFORMATION AT TIME OF SUBMITTAL (PLEASE READ THE ENTIRE APPLICATION FOR ALL REQUIREMENTS)**

*(A detailed explanation can be found in the Madison County Subdivision Regulations at [www.madisoncountyal.gov](http://www.madisoncountyal.gov))*

1. Final Plat must be submitted to Brandi Harper for subdivision and street name approval.

**Subdivision Name:** \_\_\_\_\_

256-746-2909 or email [bharper@madisoncountyal.gov](mailto:bharper@madisoncountyal.gov)

Brandi Harper - \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

2. **As-Builts:**  
(1) Copy of the As-Builts on pdf and/or Thumb drive **AND** (1) hard copy submitted with this application to Review.

**\*NOTE\*** An Approved PDF and CAD (DWG, DGN, etc.) must be sent to us prior to the Final Plat being put on the next scheduled agenda.

3. (1) Copy of Final Plat to be marked up.

**PLEASE CHECK BOXES THAT APPLY AND COMPLETE BELOW**

(Separate checks made payable to Madison County Commission are required)

4. **Lot Fee:**

# of Lots \_\_\_\_\_ plus # of Tracks \_\_\_\_\_ x \$10.00 = \_\_\_\_\_ Total Lot Fee.

Check # \_\_\_\_\_

5. **Street Light Fee:**

Standard \$150.00 x \_\_\_\_\_ (# of Lots & Tracts) = \_\_\_\_\_

Or

Town & Country \$175.00 x \_\_\_\_\_ (# of Lots & Tracts) = \_\_\_\_\_

Check # \_\_\_\_\_

6. **Street Sign Payment:**

4 Way Intersections \$300.00 x \_\_\_\_\_ (# of 4 Ways) = \_\_\_\_\_

T- Sections \$150.00 x \_\_\_\_\_ (# of T-Sections) = \_\_\_\_\_

Total Amount - \_\_\_\_\_ Check # \_\_\_\_\_

7. **Title Opinion from Attorney**

8. **Article of Incorporation** (If applicable)  
(If there is a common area in the subdivision)

**9. Adjoining Property Owners List:**

(This list should match the owners listed on the plat)

Number of Adjoining Property Owners \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Deed Book:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Deed Book:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Deed Book:** \_\_\_\_\_ **Page:** \_\_\_\_\_

**10. Maintenance Bond:**

Itemized Maintenance Bond Estimate on Letterhead and signed by the engineer to be approved before getting the bond.

**11. Once all requirements are met and all markups have been corrected, we will require the following:**

1. A Final plat with all signatures except for the Madison County Chairman, County Engineer , and Probate Judge.
2. A Final Inspection, with Punchlist Completed.
3. An Approved As-built PDF & CAD (DWG, DGN, etc.)
4. A (2) year Maintenance Bond with an Automatic Renewal Policy attached.

**(Final Plat) REQUIRED INFORMATION**

*Revised 2/24/2023*

**This must be FILLED out COMPLETELY before plans will be reviewed.**

Subdivision Name: \_\_\_\_\_

(As it is on the Final Plat)

Phase: \_\_\_\_\_ Number of Lots \_\_\_\_\_ District: \_\_\_\_\_

Road Location: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Firms Mailing Address: \_\_\_\_\_

(No P.O. Boxes)

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

(Engineer Representative)

Email Address: \_\_\_\_\_

Owners Name: \_\_\_\_\_ Phone: \_\_\_\_\_

(The name that is on the Title Opinion & Final Plat)

Email Address: \_\_\_\_\_

Owners Mailing Address: \_\_\_\_\_

(No P.O. Boxes)

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

(Owners Representative)

Email Address: \_\_\_\_\_