

(PROPOSED) 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.

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)

1. Proposed Plat must be submitted to Brandi Harper for subdivision and Street name approval.

Subdivision Name: _____

256-746-2909 or email bharper@madisoncountyal.gov

Brandi Harper - _____ (Signature) _____ (Date)

2. A completed Subdivision Application along with a \$250.00 fee (Checks shall be made payable to the Madison County Commission)
3. (1) Hard copy of Construction Plans to be marked up.

- 4. (1) PDF / Disc of the Construction Plans

- 5. (1) CAD file (DWG, DGN, etc.) of the proposed grading.

- 6. (1) Surface file (TIN, XML, DTM, etc.) of the finished grade.

- 7. ADEM Permit or receipt from ADEM showing it has been applied for.
(If applicable)

- 8. Hydrologic and hydraulic calculations for appropriate design conditions and facilities, including detention/retention facilities, and reservoir, routing calculations. (Signed & Stamped by the Engineer).
(If more than 5 pages must be on PDF)

Please check one of the following on #9

- 9a. Phase I Report from Madison County Health Department
(If using Septic Tank)

301 Max Luther Drive
Huntsville, AL 35810
Environmental: (256) 533-8726
Septic Tanks: (256) 533-8728

- 9b. Letter from Engineer stating subdivision does not qualify for a Phase 1 report.

- 9c. Sanitary Sewer

10. **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:** _____

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

1. A separate proposed plat with all signatures except for the Madison County Chairman and County Engineer.
2. A PDF of approved Construction plans (if applicable)
3. Everything required must be turned in and approved before meeting dates, times and further instructions will be sent out.

NOTE PROPOSED Plats are good for one (1) year after they are signed by the Madison County Commission. They must be submitted for Renewal and approved before the Expiration Date. Call 256-746-2925 for further Information.

Please refer to the Subdivision Regulations for all plat requirements

(Proposed 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 Proposed 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: _____

Email Address: _____

Owners Mailing Address: _____

(No P.O. Boxes)

City: _____ Zip Code: _____

Contact Person: _____ Phone: _____

(Owners Representative)

Email Address: _____