



## **MINOR SUBDIVISION CHECK LIST**

(Five (5) lots or less)

1. \_\_\_\_\_ Pre-Application meeting
2. \_\_\_\_\_ Completed application
3. \_\_\_\_\_ Basic Fee (\$250.00, plus \$30.00 per lot)
4. \_\_\_\_\_ 3-Full size plats  
\_\_\_\_\_ 1-11" x 17" plat
5. \_\_\_\_\_ List of names & addresses of all adjacent property owners as they appear on the most recent Baldwin County tax records
6. \_\_\_\_\_ Utility availability letters
7. \_\_\_\_\_ Submittal letter from Baldwin County if located in the ETJ



**CITY OF FOLEY, ALABAMA  
APPLICATION FOR A MINOR SUBDIVISION**

Date \_\_\_\_\_

City Limits \_\_\_\_ ETJ \_\_\_\_

1. Name of Subdivision \_\_\_\_\_

2. Name of Applicant/Owner \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_  
(Street Number and Name) (City) (State) (Zip Code)

3. Engineer \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_  
(Street Number and Name) (City) (State) (Zip Code)

4. Location of Subdivision \_\_\_\_\_

5. Total Acreage \_\_\_\_\_

Number of Lots \_\_\_\_\_

6. Parcel Pin # \_\_\_\_\_

7. I \_\_\_\_\_, hereby depose and say that all the above statements and the statements contained in the papers submitted here within are true.

Signature/Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_



**MEMORANDUM OF TRANSMITTAL  
FOR EXTRA TERRITORIAL JURISDICTION ONLY**

Date: \_\_\_\_\_

To: The City of Foley Planning Commission

Applicant certifies that submittals have been made for the following identified Extra-territorial subdivision to the Baldwin County Engineering Department as evidenced by the certificate affixed below:

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

Parcel PIN # \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

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I, the undersigned, hereby acknowledge receipt of plat and/or plans for the proposed development named above. (Signature on this acknowledgement shall not constitute any approval of such plans.)

Received: \_\_\_\_\_  
Date

\_\_\_\_\_  
By: For the Engineer/Planner