Preliminary Subdivision Check List

1. _____ Pre-application Meeting

2. _____ Completed application

3. _____ Copy of Engineering, Environmental, Fire Department and Utilities preliminary concurrence letters

4. _____ Basic fee ($250.00, plus $30.00 per lot)

5. _____ 3- Full size preliminary plats
   _____ 1- 11”x17” Plat
   _____ 1- Overall development plan for phased subdivision
   _____ Electronic preliminary plat in a .pdf format

6. _____ Deed

7. _____ Utility availability letters

8. _____ List of names & addresses of all adjacent property owners as they appear on the most recent Baldwin County tax record

9. _____ Submittal letter from Baldwin County if located in the ETJ

10. _____ List of street names for City/E911 approval

11. _____ Owner Authorization form
CITY OF FOLEY, ALABAMA
APPLICATION FOR A PRELIMINARY

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 ____________________
I/We authorize and permit _______________________________________________ to act as My/Our representative and agent in any manner regarding this application which relates to property described as tax parcel ID# ____________________________.

I/We understand that the agent representation may include but not be limited to decisions relating to the submittal, status, conditions, or withdrawal of this application. In understanding this, I/We release the City of Foley from any liability resulting from actions made on My/Our behalf by the authorized agent and representative. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this application and any work performed will be at the risk of the applicant.

*Note: All correspondence will be sent to the authorized representative. It will be the representative’s responsibility to keep the owner(s) adequately informed as to the status of the application.

PROPERTY OWNER(S):

____________________________________________________________________
Name(s) printed

____________________________________________________________________
Address

____________________________________________________________________
City/State

____________________________________________________________________
Phone          Email          Fax

____________________________________________________________________
Signature(s)    Date

PROPERTY OWNER(S):

____________________________________________________________________
Name(s) printed

____________________________________________________________________
Address

____________________________________________________________________
City/State

____________________________________________________________________
Phone          Email          Fax

____________________________________________________________________
Signature(s)    Date
MEMORANDUM OF TRANSMITTAL

Date: _______________________

To: The City of Foley Planning Commission

Applicant certifies that submittals have been made for the following identified Extra-territorial development to the Baldwin County Engineer and the County Planning Officer as evidenced by the certificate affixed below:

Name of Subdivision: ____________________________________
Parcel ID # _____________________________________________
Signature of Applicant: ___________________________________

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 whatsoever.)

Received: _______________________

Date By: For the Engineer/Planner