

**THE HOOVER PLANNING AND ZONING COMMISSION MEETS THE SECOND MONDAY OF EACH MONTH AT 5:30 P.M. IN THE COUNCIL CHAMBERS OF THE HOOVER MUNICIPAL COMPLEX, 100 MUNICIPAL DRIVE, HOOVER, AL**

Art. IV, § 2

**HOOVER CITY CODE**

**Sec. 2. Preliminary plat approval.**

[a] The application for preliminary plat approval, including six (6) complete sets of the subdivision plan, and nine (9) prints of the subdivision layout sheet(s) of the plan each of which shall be folded to a dimension of eight and one-half (8½) by eleven (11) inches, shall be submitted to the planning commission at least twenty-one (21) days prior to the planning commission's regularly scheduled meeting. A fee of fifty dollars (\$50.00) is due at the time of submission. (Ord. No. 94-1233, § 5, 3-21-94)

[b] The planning commission[,] prior to its review at the public hearing, shall transmit prints of the preliminary plat to the building official, fire department, and any other city or county department for review and recommendations.

[c] Notice of the public hearing shall be sent to all adjoining property owners as their names appear on the plats in the county tax assessor's office. Such notice shall be sent at least ten (10) days prior to the planning commission meeting. (Ord. No. 97-1606, § 1, 12-15-97)

[d] The preliminary plat, which shall meet the minimum standards of design and the general requirements for the construction of public improvements set forth in these regulations, shall contain the following information:

1. Vicinity sketch map at a scale of one inch equals two thousand (2,000) feet showing the following:
  - a. Name and location of subdivision;
  - b. Names and addresses of owner and designer;
  - c. North point, graphic scale and date;
  - d. Boundaries and approximate dimensions;
  - e. Amount of acreage to be subdivided;
  - f. Major traffic arteries, utilities and community facilities (major shopping areas, schools, parks, hospitals, churches) which are pertinent to the proposed design.
2. Preliminary sketch plan of subdivision at a scale of not more than one inch equals one hundred (100) feet showing the following:
  - a. Name and location of subdivision;
  - b. Names of owner and designer;
  - c. North point, graphic scale and date;
  - d. Amount of acreage to be subdivided;
  - e. Topography [at] five-foot contour intervals;
  - f. Street, plan which includes:
    - (1) Location of all existing and proposed streets within the subdivision and adjacent to it;
    - (2) Widths of existing and proposed rights-of-way;

- (3) Clear identification of right-of-way location and width for any street which is considered part of the street plan;
  - (4) Street names which are subject to approval by the planning commission;
  - (5) Plan and profile of all streets;
  - (6) Typical cross-section of proposed streets;
  - (7) Complete curve data for the centerline of each street;
  - (8) Sidewalks. (Ord. No. 02-1888, § 9, 4-16-02)
- g. Blocks and lots with dimensions shown for all lot lines;
  - h. Proposed building setback line along each street;
  - i. Plans of proposed utility layouts showing feasible connections to existing or proposed utility systems. When such connections are not practical, all proposed individual water supply and/or sewage disposal systems shall meet the approval of the county department of health;
  - j. Location and size of all proposed culverts, storm sewers and inlets;
  - k. Location, width and purpose of all easements;
  - l. Location and dimension of land to be dedicated or reserved for parks, schools, open space or other public use;
  - m. Any portion of the land in the subdivision subject to periodic inundation by storm drainage, overflow or ponding shall be clearly shown and identified on the plat;
  - n. The existing zoning classification of the subdivision and all contiguous land;
  - o. A fire protection plan showing the size and location of all existing and proposed water lines and fire hydrants;
  - p. Assurance that section G of the [Alabama Manual of Uniform Traffic-Control Devices] shall be adhered to with regard to traffic control during construction.
  - q. The location of any masonry walls which are proposed to be owned in common by all owners of property in the residential subdivision, pursuant to Article VII, Section 4.0 (E), of the Zoning Ordinance. (Ord. No. 89-939, § 4, 10-16-89)
  - r. The location of all proposed access drives from each proposed lot and parcel to the public right-of-way, except single family residential lots and parcels which access a local residential street. (Ord. No. 94-1309, § 2, 1-16-95)
  - s. Preliminary plats for property located within a PUD approved under the provisions of Article XII of the Zoning Ordinance, shall show the location of proposed security points for the control of access on public streets, as approved on the master development plan of the PUD. Such plat shall be accompanied by detailed design and construction plans for each proposed security point for the control of access on a public street, in sufficient detail to determine compliance with the city's minimum standards for such security points which are in the appendix of these Subdivision Regulations. (Ord. No. 97-1556, § 2, 5-19-97)

(e) Within thirty (30) days after final submission to the planning commission of a preliminary plat, the planning commission shall review the plat and indicate its approval, disapproval or approval subject to any required modifications. If a plat is disapproved or modified, the reasons for such disapproval or such modifications shall be expressed in the minutes of the meeting at which such action occurs. Failure of the planning commission to consider any preliminary plat within thirty (30) days after it has been finally submitted to the commission shall be considered as approval of same as submitted. No plat shall be considered to be finally submitted until all required information is presented at a public hearing. The continuance of a public hearing shall delay final submission until the date of the last hearing dealing with the matter. (Ord. No. 91-1058, § 7, 10-7-91)

[f] One (1) copy of the preliminary plat shall be retained in the planning commission files, and one (1) copy shall be returned to the subdivider at the time of approval or disapproval, with the specific notations of any changes or modifications required.

[g] Approval of the preliminary plat by the planning commission shall not constitute acceptance of the final plat, except when the final plat is completed during the specified time in substantial accordance with the layout shown on the preliminary plat.

[h] Approval of the preliminary plat shall lapse unless a final plat in substantial conformance therewith is submitted within twelve (12) months from the date of such approval, unless an extension of time is specifically applied for by the subdivider and expressly granted by the planning commission.

**CITY OF HOOVER  
APPLICATION FOR PRELIMINARY SUBDIVISION PLAT**

Case No. \_\_\_\_\_  
(Page 1 of 3)

The applicant shall submit a complete application, including fifteen copies of the Preliminary Plat and Construction Plans which shall be folded to a dimension of eight and one half by eleven inches as required in the Subdivision Regulations, along with a filing fee of **\$50** at least **21** days prior to a regularly scheduled meeting of the Planning Commission.

**OWNER / APPLICANT INFORMATION**

Name of Property Owner: \_\_\_\_\_

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

Telephone Numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

Telephone Numbers      Work: \_\_\_\_\_ Home: \_\_\_\_\_

**SUBJECT PROPERTY INFORMATION**

1. Name of Proposed Subdivision: \_\_\_\_\_

2. Location: \_\_\_\_\_

3. Present zoning classification of property: \_\_\_\_\_

4. Number of proposed lots: \_\_\_\_\_

5. Does the proposed subdivision require the extension of public streets or other public improvements?    \_\_\_\_\_ Yes    \_\_\_\_\_ No

6. Is the Preliminary Plat a resurvey or extension of an existing subdivision?  
\_\_\_\_\_ Yes    \_\_\_\_\_ No. If yes, the applicant must provide a copy of the approved Subdivision Plat.

Case No. \_\_\_\_\_  
(Page 2 of 3)

If the applicant is not the owner of the subject property, the owner shall stipulate in a letter to the Commission, that the undersigned applicant is authorized to request this subdivision.

\_\_\_\_\_  
Date Signature of Owner / Applicant

<b>APPLICATION WITHDRAWN</b>	
_____	_____
Date	Signature of Owner / Applicant

**OFFICIAL USE ONLY  
PLANNING COMMISSION DISPOSITION**

Date Filed:	Date of Notice:	Date of Hearing:
Fee Paid:	Receipt No. :	Date Paid:
Decision of Planning Commission		
Approved: _____ Denied: _____		
List Conditions of Approval or Reasons for Denial:		

Case No. \_\_\_\_\_

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**OFFICIAL USE ONLY  
PLANNING COMMISSION DISPOSITION**

Date Filed:	Date of Notice:	Date of Hearing:
Fee Paid:	Receipt No. :	Date Paid:
Amount of Improvement Guarantee:		
<p style="text-align: center;">Decision of Planning Commission</p> <p style="text-align: center;">Approved: _____ Denied: _____</p>		
List Conditions of Approval or Reasons for Denial:		