

Headland



Subdivision Regulations

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City of Headland Planning Commission
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Article 1 GENERAL PROVISIONS**§1.1. Authority**

These Subdivision Regulations are adopted under the authority of Chapter 52, Article 2, of the 1975 Code of Alabama, as amended.

§1.2. Short Title

These Subdivision Regulations shall be known, and may be cited, as the Subdivision Regulations of the City of Headland.

§1.3. Statement of Policy

It is hereby declared to be the policy of the Headland Planning Commission, hereinafter referred to as "the Commission", to consider the subdivision of land to be an initial and principal step in carrying out the general purposes of the Headland Comprehensive Plan, which provides guidance to the Commission in its review of proposed developments; and to guide and accomplish a coordinated, harmonious development of land within the city's subdivision jurisdiction which will, in accordance with existing and future needs, best promote the public health, safety, order, convenience, prosperity or the general welfare, as well as efficiency and economy in the process of development.

§1.4. Statement of Purpose

To implement the policy stated in §1.3 above, these Regulations shall be administered in such a manner as to accomplish the following purposes:

- 1.4.1. Any proposed subdivision should be correlated with the Comprehensive Plan and with capital budgets and public improvements programs of the City Council. It is intended that these regulations shall supplement the provisions and standards contained in the building, housing and related codes, zoning ordinance; and other measures governing development.
- 1.4.2. Land to be subdivided should be of such character that it can be used safely for building purposes without danger to health or peril from fire, flood or other menace. Land should not be subdivided until or unless adequate provision is made for drainage, water supply, sanitary sewage, fire protection, and access, as well as other improvements required by these regulations; and unless adequate community facilities, including schools, parks, and recreation areas, are available in reasonable proximity to the subdivision.
- 1.4.3. All subdivisions should be designed to protect and conserve the value of land and the value of

buildings and improvements on the land; to minimize conflicts among the uses of land and buildings; and to encourage development where public services and community facilities are available or will be available when the subdivision is ready for occupancy.

- 1.4.4. To provide an efficient relationship between development and the circulation of traffic, and minimize congestion all subdivisions should be designed to expedite circulation and maintain continuity throughout the overall street system; to protect land values through the separation of local and through traffic; and to make adequate provision for traffic through the proper location and width of streets, including major streets as set out in the Comprehensive Plan for future construction.
- 1.4.5. All subdivisions should be designed to assure the adequacy of drainage facilities; to safeguard the water table; and to encourage the wise use and management of natural resources in order to preserve the integrity, stability and beauty of the community and the value of the land.
- 1.4.6. Through efficient design and layout all subdivisions should encourage the setting aside as permanent open space land that is subject to flooding or has soils unsuited to intensive development; and incorporate the natural setting into the built environment.
- 1.4.7. Innovative subdivision design should be encouraged that will produce attractive, efficient, and convenient arrangements of housing and neighborhood environments.

§1.5. Jurisdiction

These regulations shall be applied to and shall govern the subdivision of land within the subdivision jurisdiction of the City of Headland. Such jurisdiction is defined in accordance with Chapter 52, Section 11-52-30 of the 1975 Code of Alabama, as amended; and, as such, includes all land within the corporate limits of the City of Headland.

§1.6. Application of Regulations

- 1.6.1. From and after the date of these Regulations, every plat of land that is a subdivision, as defined herein, shall be prepared, presented for approval, and recorded as required herein.
- 1.6.2. All development within the subdivision jurisdiction of the City, including land-lease developments and condominiums, whether or not plats or deeds are to be recorded, and including the construction of two or more buildings or primary structures, together

with the necessary drives and ways of access, that may or may not be subdivided into customary lots, blocks and streets, shall be subject to the provisions of these Regulations. These provisions shall also be deemed to include single principle structures and additions proposed to an existing multiple building or site development. Plans for all such developments shall be submitted to and for approval by the Commission. No building permit shall be issued until such approval has been granted.

- 1.6.3. No building permit and no certificate of occupancy shall be issued for any parcel of land created by subdivision, as defined herein, unless a Final Plat of such subdivision has been approved and recorded as required by these regulations. No grading, excavation, or other disturbance of land; and no construction of any public or private improvements for the purpose of constructing a subdivision shall take place or be commenced except in conformity with these regulations.
- 1.6.4. No subdivider, proposing to make or having made a subdivision, shall proceed with any construction work on the proposed subdivision, including grading, before obtaining Preliminary Plat approval and shall not convey title to any lot before obtaining from the Commission a Certificate or Notice of Final Plat Approval and acceptance of the plat.
- 1.6.5. The Commission shall not approve the subdivision of land if on the basis of studies conducted by the public agencies concerned it is determined that the site is not suitable for platting and development for the purposes proposed.

Article 2 DEFINITIONS

§2.1. Generally

- 2.1.1. Certain terms used in these Regulations shall have the meanings provided herein. Terms not defined herein shall have the meaning provided in the Zoning Ordinance, the City Code, or Sections 11-52-30 through 11-52-36 of the 1975 Code of Alabama, as amended. Otherwise, the conventional meaning of such term shall apply.
- 2.1.2. Interpretation. The Subdivision Official is hereby authorized to make a final determination of any term used in these Regulations. In case of a dispute over such interpretation a written appeal of the Subdivision Official's determination may be filed with the Commission. Such appeal must be filed within fifteen (15) days of such determination.
- 2.1.3. Use of Words. In the interpretation of these Regulations, the provisions and rules of this Section shall be observed and applied, except where the context clearly requires otherwise.

Words used or defined in one tense or form shall include other tenses and derivative forms. Words in the singular shall include the plural; and words in the plural shall include the singular. The masculine gender shall include the feminine; and the feminine gender shall include the masculine. The word "shall" is mandatory. The word "may" is permissive. The word "person" includes an individual, firm, association, organization, partnership, trust, company, or corporation.

In case of any conflict between the text of these Regulations and any caption, illustration, figure, or other graphic material, the text shall govern.

§2.2. Definitions

1. *Access Drive* A private drive providing vehicular access between a public or private street and a parking area within a development.
2. *Access Management* The preservation of level of service, road capacity and safety on public streets through the regulation of intersections and driveways along such streets.
3. *Applicant* Anyone who is duly authorized to submit subdivision plats for review and apply for any form of subdivision approval with respect to a development site. An applicant may be the property owner, an attorney representing the property owner, or any person having written authority from the property owner. Where a development site has more than one property owner, the applicant must have obtained written authority from all other owners to act on their behalf. This written authority shall be provided in a form that the City Attorney determines to be appropriate.
4. *Application* The application forms and all accompanying documents required by these Regulations or other regulations for the approval of a subdivision plat or site plan.
5. *Block* A unit of land bounded by streets or a combination of streets, public land (excluding Alleys), public parks, cemeteries, railroad rights-of-way, watercourses, or any other barrier to the continuity of development.
6. *Building Line* A line shown on a plat indicating the minimum allowable distance between any structure and a lot line.
7. *Building Setback Line* The line, generally parallel to a lot line or street right-of-way line, indicating the minimum distance between the lot line and the face of the building, as required by the Zoning Ordinance. In those cases where the Building Line and the Building Setback are not identical, the greater of the two shall take precedence.
8. *City* The City of Headland, Alabama.
9. *City Council* or *Council* The chief legislative body of the City of Headland, Alabama.
10. *City Specifications* Those engineering and public improvements standards adopted by the Planning Commission, City Council or Public Works Department and all design, engineering and construction standards therein.
11. *Cluster Mailbox*. A centralized grouping of individually locked and keyed compartments in which a mail carrier may access to disperse mail. These mailboxes must meet the specification of the United States Postal Service (USPS) with the inscription plainly legible "U.S. MAIL" and "APPROVED BY THE POSTMASTER GENERAL". The cluster mailboxes must be approved by both the USPS and the City of Headland.
12. *Cluster Mailbox Kiosk*. Cluster mailbox units built into a larger structure exhibiting the architectural style and building materials typical of the development/subdivision.
13. *Comprehensive Plan* The official public document prepared in accordance with §11-52-8 of the Code of Alabama 1975, as amended, consisting of maps, charts, and textual material, that constitutes a policy guide to decisions about the future development and conservation of the City of Headland.

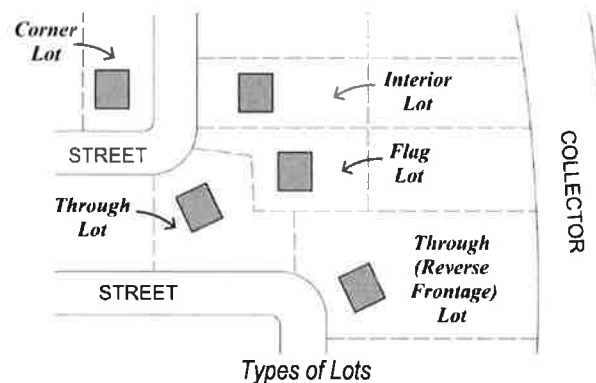
14. *County Henry County, Alabama.*
15. *Cross Access* A driveway providing access between two or more abutting lots so that a driver need not enter public streets to access one of said sites from another. Cross access drives are privately maintained and do not include the term "alley".
16. *Cul-de-sac* A local street with only one outlet, and having the closed end terminated by a vehicular turn-around.
17. *Curb* A stone, concrete or other improved boundary at the edge of a roadway or paved area.
18. *Dead End Street* A street having no outlet at one end.
19. *Dedication* The deliberate assignment of land by its owner for any general or public uses, reserving to himself no other rights, than such as are compatible with the full exercise and enjoyment of the public uses to which the property has been devoted.
20. *Detention Basin or Detention Pond* A basin designed to drain completely after retarding stormwater runoff by temporarily storing the runoff and releasing it at a predetermined rate.
21. *Developer* The legal or beneficial owner(s) of a lot or parcel or any land proposed for inclusion in a development, including the holder of an option, contract to purchase, or a lease.
22. *Development* The division of a parcel of land into two (2) or more parcels (see "Subdivision") including land-lease developments and condominiums, whether or not plats or deeds are to be recorded; the construction, reconstruction, conversion, structural alteration, relocation, or enlargement of any buildings; any condominium development; any use or change in use of any buildings or land; any extension of any use of land or any clearing, grading, or other movement of land, for which an approved development plan is required pursuant to these Regulations or other codes and ordinances of the City. Excluded from this definition are areas to be cleared of trees and other vegetation not exceeding one (1) acre in size, provided that no more than one such area is created on any lot of record.
23. *Drainage Easement* A right granted by a landowner to a grantee, allowing the use of private land for storm water management purposes.
24. *Drainage Facilities* Structural and nonstructural elements designed to collect stormwater runoff and convey it away from structures and through the roadway right-of-way in a manner, which adequately drains sites and roadways and minimizes the potential for flooding and erosion.
25. *Driveway* A private drive providing access between a street or access drive and a parking area or other vehicular circulation area or between two adjacent parking areas.
26. *Easement Authorization* by a property owner of the use by another and for a specified purpose of any designated part of that owner's property. These Regulations recognize only those easements created through valid legal instruments and recorded in the Office of the Probate Judge and those established by the City through continuous and historic use.
27. *Engineer or Registered Engineer* A Professional Engineer registered by and in good standing with the State of Alabama Board of Registration for Professional Engineers and Surveyors.
 - a. *City Engineer* That engineer, whether on staff or contract, so designated by the City of Headland, or his/her designee.
 - b. *Project Engineer* That engineer retained by the Applicant.
28. *Engineering Plan* Plans prepared by an engineer registered in the State of Alabama showing details of the design and construction of required improvements in a proposed subdivision.
29. *Erosion* The wearing away of the ground surface as a result of the movement of wind, water, and/or ice.
30. *Erosion Control* Measures and actions that are to be taken to control potential erosion and sedimentation problems.
31. *Final Plat* The map or plan or record of all or a portion of a subdivision, and any accompanying materials, which is presented for final approval as required in these Regulations.
32. *Final Plat Approval* The official action of the Commission taken on a preliminarily approved plat, after all conditions, engineering plans and other requirements have been completed or fulfilled and the required improvements installed, or guarantees properly posted for their completion; or approval conditioned upon the posting of such guarantees.
33. *Floodplain* An area adjacent to a watercourse, which area is subject to flooding as the result of the occurrence of an intermediate regional flood and which area thus is so adverse to past, current or foreseeable construction or land use as to

constitute a significant hazard to public health and safety and to property. Floodplains are identified by the National Flood Insurance Program.

34. **Frontage Road** A street parallel to and adjacent to a major highway or street that provides access to abutting properties.
35. **Grade** The slope of land or a built feature such as a street, specified in percentage terms.
36. **Grading** The movement of dirt, top soil, grass, native material, landscaping or other forms of surface material which will result in a difference of six (6) inches or greater from the original elevation.
37. **Grading Plan** A topographic map of a planned subdivision, prepared by a Registered Engineer, with sufficient perimeter area to provide a clear definition of the initial elevations, watercourses, vegetative cover and drainage patterns. The plan is sufficient in detail and scale to determine limits and depths of excavations, fills and removal of native vegetation.
38. **Health Department** The County or State Health Department, as applicable.
39. **Improvement Bond** Financial security filed by the developer with the City to assure the construction of all required improvements at a specified time in the future. Also referred to as a "Bond".
40. **Improvements** Those physical additions and changes to the land that may be necessary to produce usable and desirable developments including but not limited to driveways, landscaping, streets, sidewalks, curbs and gutters, sewer, and stormwater control facilities.
41. **Intersection Sight Distance** The length of the line of sight between a motorist, stopped at an intersection, and the nearest intersection, driveway, alley or other signalized or non-signalized access point to the left or to the right of the motorist. See also "Sight Triangle, Clear".
42. **Lot** A parcel or portion of land in a subdivision or plat of land, separated from other parcels or portions by description as on a subdivision of record or survey map or by metes and bounds.
43. **Lot Area** The area contained within the boundary lines of a lot.
44. **Lot Line** A line bounding a lot that divides one lot from another or from a street or any other public or private property.
45. **Lot of Record** Any validly recorded lot, that complies with all currently applicable laws, ordinances, and regulations.

46. **Lot Types**

- a. **Corner Lot** A lot abutting two or more streets at their intersection. If the two streets form an angle of more than 135 degrees, as measured at the point of intersection of their center lines, the lot shall not be considered a corner lot.
- b. **Double-frontage Lot** A lot, other than a corner lot, which has frontage on more than one street.
- c. **Flag Lot** A parcel that does not meet the minimum lot width requirement of the City Zoning Ordinance at the normally required minimum front yard setback but that has direct access to a public street through a narrow strip of land (the flag) that is part of the same lot.
- d. **Reverse Frontage Lot** A Double-Frontage Lot in which access to the lot, and its front lot line, are located along the street of lesser classification.



47. **Maintenance Bond** Financial security filed by the developer with the City to secure structural integrity of all required improvements as well as the functioning of said improvements for an initial period of time.
48. **Monument** A permanent object serving to mark a boundary.
49. **Open Space** Any parcel or area of land or water, either publicly or privately owned, set aside, dedicated, designated, or reserved for the private use or enjoyment of owners or occupants of land adjoining such open space, or for the public at large.
50. **Owner** The person having the right of legal title to, beneficial interest in, or a contractual right to purchase a lot or parcel of land.
51. **Passage, Pedestrian** A pedestrian-only connector that provides shortcuts through long blocks or from a cul-de-sac to an adjacent street.

52. *Planning Commission or Commission* The City of Headland Planning Commission.
53. *Preliminary Plat* A map and related materials indicating the proposed layout of a development submitted for preliminary approval in accordance with these Regulations.
54. *Preliminary Plat Approval* The conferral of certain rights prior to final approval after specific elements of a development plan have been agreed upon by the Commission and the applicant.
55. *Probate Judge* The Judge of Probate for Henry County, Alabama, as applicable to the application.
56. *Public Improvement* Any improvement, facility, or service, together with customary improvements and appurtenances thereto, necessary to provide for public needs as: vehicular and pedestrian circulation systems, storm sewers, flood control improvements, water supply and distribution facilities, sanitary sewage disposal and treatment, public utility and energy services.
57. *Reserve Strip* A strip of land, smaller than a lot, as a means of controlling access to land dedicated or intended to be dedicated to street or other public use.
58. *Resubdivision* A combination, recombination, or splitting of previously recorded lots or tracts of contiguous land for the purpose of creating additional lots or enlarging existing ones.
59. *Retention Basin or Retention Pond* A basin designed to capture and store stormwater runoff.
60. *Right-of-way* A strip of land used or intended to be used for passage of the general public, and occupied or intended to be occupied by a street, road, pedestrian passage, bicycle path, crosswalk, utilities, railroad or similar facility; and dedicated to the City in fee simple, or by other legal means such as prescription.
61. *Roadway* That portion of a street between the regularly established curb lines, or that part of a street devoted to vehicular traffic.
62. *Runoff* That part of precipitation, which flows over the land.
63. *Shared Access* A driveway, alley, or other access facility connecting two or more contiguous sites to a public street.
64. *Sidewalk* A paved path provided for pedestrian use usually located at the side of a street and within the right-of-way.
65. *Sight Distance* The length of street visible to the driver of a passenger vehicle at any given point in the street when viewing is unobstructed by traffic. See also "Sight Triangle, Clear" and "Intersection Sight Distance".
66. *Sight Triangle, Clear* An area of unobstructed vision at an intersection defined by a line of sight between points at a given distance from the intersection of the street centerlines. See also "Intersection Sight Distance".
67. *Significant Change in Trip Generation* A change in the use of a property, including land, structures, or facilities, or an expansion of the size of structures or facilities causing an increase in the trip generation of the property exceeding ten (10) percent (either peak or daily) and 100 vehicles per day more than the existing use for all streets under city and county jurisdiction; or exceeding twenty-five (25) percent (either peak or daily) and 100 vehicles per day more than the existing use for all roads under State of Alabama jurisdiction.
68. *Stopping Sight Distance* The distance required by a motorist to stop a vehicle traveling at or near the design speed of a thoroughfare before reaching a traffic-controlled intersection or stationary object in their path.
69. *Street* A public right-of-way for vehicular and pedestrian traffic whether designated as a street, highway, thoroughfare, parkway, throughway, road, avenue, boulevard, land, place, or however otherwise designated, excepting, however, an alley.
70. *Street Classification* The classification of streets based upon their individual function, as follows:
- a. *Arterial* A major street serving as a primary artery, intended to mainly carry through traffic and to connect major activity centers in the City; including US Highway 431, State Highway 134, State Highway 173 (Broad Street) and CR-99.
 - b. *Collector* A street that collects traffic from an area and moves it to the arterial network while providing some access to abutting property. A collector generally has lower design speeds than an arterial but higher than a local street. These include: Boynton Street, Cleveland Street, Early Walden Road, Experiment Road, Main Street, Mitchell Street, West King Street, West Railroad Street, Woods Road, Solomon Road, CR-9 (Rock Creek Road), CR-11, CR-13, CR-15, CR-19, CR-22, and CR-24 (Strickland Road).

- c. *Local Street* or *Minor Street* A minor street used primarily for access to abutting properties.
71. *Street, Half* A street, or any extension of an existing street, along and roughly parallel to a lot line such that less than the entire required right-of-way and street improvements, longitudinally, would be located on one property.
72. *Street, Stub* A portion of a street used as an extension to an abutting lot that may be developed in the future.
73. *Structure* Anything constructed or erected that requires rigid and permanent location on or attachment to the ground; including, but not limited to, buildings, signs, towers, monuments, statues, and walls; but not including telephone and other utilities poles, overhead wires, retaining walls and terrace walls, wire fences, and any other thing less than three (3) ft in height.
74. *Subdivider* See "Applicant".
75. *Subdivision* The division of a lot, tract, or parcel of land into two (2) or more lots, plats, sites or other divisions of land, whether described by metes and bounds or by any other description, for the purpose, whether immediate or future, of sale or of building development. It includes resubdivision and, when appropriate to the context, relates to the process of subdividing or to the land or territory subdivided. For the purposes of these Regulations, all Subdivisions are considered Developments, see "Development."
76. *Subdivision Official* The official, designated by the City Council to administer and enforce these regulations, or his/her designee, which may include the City Engineer, Public Works Director or other city staff.
77. *Subdivision Regulations* or *These Regulations* The Subdivision Regulations of the City of Headland, Alabama together with all applicable design and construction standards promulgated by the City Public Works Department.
78. *Surveyor* A Land Surveyor registered by the State of Alabama Board of Registration for Professional Engineers and Land Surveyors.
79. *Swale* A constructed watercourse shaped or graded in earth materials and stabilized with vegetation, for the conveyance and water quality improvement of storm runoff.
80. *Valley Curb* or *Valley Gutter* A concrete channel with a shallow "V"-shaped profile installed at roadside to capture and convey storm runoff.
81. *Watercourse* A permanent or intermittent stream, river, brook, run, creek, channel, swale, pond, lake or other body of surface water, carrying or holding surface water, whether natural or manmade.
82. *Water Supply* The system made up of water sources, treatment facilities, and conveyance systems to provide potable water to the community.
83. *Zoning Ordinance* The Zoning Ordinance of the City of Headland, Alabama.

§2.3. Abbreviations used in these regulations.

1. AASHTO – American Association of State Highway and Transportation Officials
2. ALDOT – Alabama Department of Transportation
3. ANSI – American National Standards Institute
4. ASTM – American Society for Testing and Materials
5. AWWA – American Water Works Association
6. CAD – Computer aided drafting
7. CPP – corrugated polyethylene pipe
8. DIP – Ductile Iron Pipe
9. ft - Feet
10. lf – Linear feet
11. gpcd – Gallons per capita per day
12. hdpe – High density polyethylene
13. max. – Maximum
14. min. – Minimum
15. mph – miles per hour
16. MUTCD – Manual on Uniform Traffic Control Devices
17. ppm – Parts per million
18. PSI – Pounds per square inch
19. PVC – Polyvinyl Chloride
20. ROW – Right-of-way
21. SCH - Schedule
22. SDR – Standards dimension ratio
23. sf – Square feet
24. sq. – Square
25. yd. – Yard

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Article 3 PROCEDURE**§3.1. Purpose**

The purpose of this Article is to establish an orderly and expeditious procedure for reviewing and acting upon applications for subdivision approval in accordance with these regulations.

3.1.1. To assure that the city's natural resources and infrastructure, as considered in the Headland Comprehensive Plan, are accounted for through implementation of these Regulations, the following priority order for subdivision planning and design process shall be clearly demonstrated by the applicant at initial presentation of a preliminary plat to the Commission:

1. Headland Comprehensive Plan—major development patterns and densities; proposed parks and other public lands, facilities and infrastructure
2. Green Infrastructure—the factors, location and interrelationships
3. Stormwater—how much, how intense, how often, and proposed response
4. Open space and natural areas to be maintained
5. Accessibility to be provided and/or enhanced
6. Blocks and lots and their interrelationships

3.1.2. To assure that these priorities are appropriately considered in the subdivision and/or development process, the Commission shall assure itself through demonstration by the applicant that the following are accounted for:

1. The street, parcel and block pattern of all proposed developments are adapted appropriately to the uses anticipated, and that the physical impact on adjacent areas has been taken into account.
2. A proposed phasing plan provides for continuity of development through phases of reasonable proportions. The Commission may, without further cause, reject single-lot Final Plats and plats that would create discontinuity within or adjacent to the development.
3. Lot and block size, shape and orientation are appropriate for the location of the subdivision and its included and adjacent green infrastructure as identified in the Comprehensive Plan and for the type of development and use anticipated.
4. When land is subdivided into parcels larger than ordinary building lots, such parcels are arranged and designed so as to allow for the opening of

future streets that conform to these Regulations and to provide access to adjacent areas not presently served by streets.

5. The proposed street layout will be appropriate for the type of development proposed and appropriately integrated with the surrounding street system.
6. The proposed street layout conforms substantially to a development pattern for the subject and surrounding area that will be in accord with the Comprehensive Plan, as interpreted by the Commission.
7. Where community or public facilities, existing or as proposed in the Comprehensive Plan, are to be located in whole or in part in a proposed subdivision or development, reservation of the area(s) necessary to accommodate such facilities has been provided.
8. Land subject to flooding, inadequate drainage, and erosion, and land deemed by the Commission to be unsuitable for the use proposed is not platted or to be built upon, but rather is to be set aside within the property for such development or conservation purposes as may be approved by the Commission.

§3.2. Pre-Application

- 3.2.1. The subdivider or developer is urged to consult early and informally with the Subdivision Official and the Commission. In this way the developer can obtain the advice and assistance of City departments, review the Comprehensive Plan regarding development type and density, and any proposed parks and other public lands, facilities and infrastructure on or in the vicinity of the subject property, and facilitate the subsequent preparation and approval of the subdivision plat or development plan.
- 3.2.2. The subdivider may present a lot layout sketch. This sketch may be a freehand sketch, but shall be drawn to scale. The information submitted should include the location of the proposed subdivision in relation to the surrounding area; existing features such as railroads, highways, drainage facilities, lakes, woodland; other significant natural and built features; the general topography of the site; and the proposed pattern of streets, lots, and blocks. The lot layout sketch should be submitted to the Commission. Copies may be distributed to other City departments to obtain comments and suggestions.
- 3.2.3. The lot layout sketch is intended to serve as an initial step in the subdivision process. Although not

required by law it is included in the review process to allow the subdivider and local officials to discuss the proposed subdivision, its density, accessibility, and any parks and other public lands, facilities and infrastructure that may be proposed by the Comprehensive Plan on or in the vicinity of the subject property in an informal setting, and to deal with issues and correct design errors and/or problems during the early stages of the project.

- 3.2.4. Upon receiving favorable consideration by the Commission, the applicant may prepare the preliminary plat. However, neither the applicant nor the Commission shall be bound by the pre-application review; and it is expressly understood that favorable consideration by the Commission at the pre-application stage of the process shall under no circumstances be construed as preliminary or tentative approval, or bind either party.

§3.3. Preliminary Plat

The purpose of the Preliminary Plat is to provide a basis for plans for the construction of the development and its improvements. During preparation of the Preliminary Plat, the subdivider should consult with the Commission, Subdivision Official and other officials and agencies concerned with the subdivision of land and the improvements placed thereon.

- 3.3.1. The subdivider shall file with the City Clerk four (4) copies of the Preliminary Plat together with the attendant items required herein, with written application for approval, at least ten (10) business days prior to the Commission meeting at which it is to be considered. Prior to Commission review, the Preliminary Plat shall be reviewed by the Subdivision Official and will be referred for review and report to other appropriate officials and City departments; and to the Henry County Health Officer. The review shall take into consideration, in addition to the requirements set out in these regulations, conformance of the subdivision design to the Comprehensive Plan and the particular requirements and conditions affecting installation of improvements.
- 3.3.2. The preliminary plat shall be drawn at a scale of one inch equals 100 ft, or other appropriate scale as approved by the Subdivision Official; and the sheet size shall not be larger than twenty-four (24) inches by thirty-six (36) inches. Where necessary the plat may be presented on several sheets accompanied by an index sheet showing the entire subdivision. The plat shall provide the following information:
1. A vicinity map, to scale, showing the location of the proposed subdivision and its relationship to the surrounding area.
 2. Survey data showing the dimensions and bearings of the subdivision boundaries; section and corporate lines; and contours at five (5) ft intervals based on National Geodetic Survey Sea Level Datum, unless required by the Subdivision Official to submit contours at lesser intervals. In some cases spot elevations may be required in sufficient number to provide necessary drainage information.
 3. The title or name under which the proposed subdivision is to be recorded; the name and address of the owner(s); and the name and seal of the registered land surveyor responsible for the plat.
 4. Notations giving the scale of the drawing(s), true north arrow, datum, benchmarks, bearing base, and date.
 5. The location of existing streets, buildings, railroads, bridges, sanitary sewers, drainage facilities, water mains, and any public utility easements on both the land being subdivided and on the adjoining land; the names of adjoining subdivisions; and the names and mailing address of the owners of record of the adjoining parcels of land as they appear on the current tax records in the office of the Tax Assessor.
 6. The names and/or County Road Numbers, locations, right-of-way widths and other dimensions of proposed streets, alleys, easements, parks, open spaces, and reservations.
 7. Lot lines, lot numbers, building setback lines; tabulations stating gross and net acreage of the subdivision, acreage of existing and proposed public areas within the subdivision, number of lots, and area of each lot.
 8. The location of watercourses, 100-year floodplains, wetlands, wooded areas, buildings or structures, and other significant natural and built features on the land to be subdivided.
 9. Information about highways or other major public improvements planned by public authorities for future construction on or adjacent to the tract.
 10. Sites to be reserved or dedicated for parks, recreation areas, schools, infrastructure or other public uses as may be included in the Comprehensive Plan; sites, if any, for multi-family dwellings, shopping centers, churches, industry, mixed-uses or other uses exclusive of single-family dwellings.

11. Preliminary plans of proposed drainage and utility layouts duly approved by the appropriate utility departments and indicating pipe sizes, location of valves and fire hydrants and similar facilities; and showing feasible connections, when possible, to existing and proposed utility and drainage systems.

For projects having a gross site area of one acre or less, the applicant may submit a Project Engineer's Statement in lieu of the utility plans specified in the preceding paragraph. This statement shall be signed and sealed by a registered professional engineer in the State of Alabama. It shall attest to the adequacy of available utilities to service the subdivision, and declare that stormwater runoff from the site can and will be managed in accordance with City of Headland regulations. The Subdivision Official shall furnish blank copies of the Project Engineer's Statement upon request; the wording of such statement shall not be altered in any way by the applicant.

- 3.3.3. All sanitary sewers, storm sewers and drainage facilities, street grading and paving, fire protection and related improvements shall be designed by a registered engineer to meet the requirements of the City. Water lines shall be designed to meet the standards of the water system in which they are located.
- 3.3.4. Preliminary plats shall be considered by the Commission at a public hearing. Notice of the time and place at which a preliminary plat will be considered shall be sent to the subdivider and to the person(s) identified on the plat as the owner(s) of the land. The owners of all abutting property shall also be notified by certified mail of the hearing at least five (5) days prior to such hearing.
- 3.3.5. The Commission shall approve, approve conditionally, or disapprove such Preliminary Plat within thirty (30) days after the public hearing thereon, unless an extension is agreed to by the applicant. If approved conditionally the conditions and reasons therefore shall be stated; and if necessary the Commission may require the subdivider to submit a revised Preliminary Plat. If any of the requirements are modified or waived, the reasons for such shall be specified. If the Commission should disapprove the Preliminary Plat, the reasons for such action shall be stated and, if possible, recommendations made on the basis of which the proposed subdivision would be approved.
- 3.3.6. One (1) copy of the Preliminary Plat as acted upon by the Commission shall be retained in its office,

one (1) copy forwarded to the Subdivision Official, and one (1) copy returned to the subdivider.

- 3.3.7. Approval of a Preliminary Plat shall not constitute acceptance of the plat of the proposed subdivision but shall be deemed only as an expression of approval of the plan submitted as a guide to preparation of the Final Plat, which Final Plat will be submitted for approval and recorded upon fulfillment of the requirements of these regulations and the conditions of tentative approval.
- 3.3.8. Approval of a Preliminary Plat shall be effective for a maximum time of twelve (12) months, unless, upon application by the subdivider prior to the approval deadline, the Commission grants an extension. If the Final Plat has not been submitted for final approval within this time limit, the Preliminary Plat shall again be filed for approval; provided, however, that if a Final Plat of a part of the subdivision shall have been submitted and approved within the twelve (12) month period, the approval of the Preliminary Plat shall automatically be extended for a period of twelve (12) months from the date of approval of such Final Plat, and the same automatic extension shall govern in subsequent cases of submission of a Final Plat of part of the subdivision; provided, further, that at any time after the expiration of the initial twelve (12) month period during which the Preliminary Plat approval is effective, the Commission may notify the subdivider of changes it will require to meet new or changed conditions. A corrected Preliminary Plat with all conditions fulfilled shall be submitted prior to the construction or installation of any improvements.
- 3.3.9. Receipt of the approved copy of the Preliminary Plat by the subdivider is authorization, subject to obtaining the necessary permits, that the subdivider may proceed with the construction of any improvements upon approval of and in accordance with an Engineering Plan as specified in §3.4 below and with applicable City codes, regulations and City Specifications; and with the staking of lots in preparation for the Final Plat. The subdivider shall not begin any construction without first notifying the Public Works Director, other City departments, and the Henry County Engineer, as necessary; and obtaining proper approval.

§3.4. Engineering Plan

The purpose of the Engineering Plan is to provide information, including drawings and specifications, for the construction or installation of the improvements. The subdivider should consult with the Subdivision Official and with other officials and agencies

concerned with construction or installation of improvements. The Engineering Plans may include only the portion of the approved Preliminary Plat, which the subdivider proposes to develop at the time.

- 3.4.1. After approval of the Preliminary Plat and prior to the construction or installation of any of the improvements, the subdivider shall prepare and submit to the Subdivision Official four (4) sets of black or blue line prints of the Engineering Plan. The Engineering Plan shall be reviewed by the appropriate authorities, and the review shall take into consideration, in addition to the requirements set out in these regulations, conformance with the applicable standards and regulations of the City and of other agencies concerned.
- 3.4.2. The Engineering Plan shall show accurately, and in sufficient detail for their construction or installation, the design of all proposed improvements in the subdivision. At a minimum it shall provide the following information:
 1. Profiles showing existing ground surface and proposed street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision.
 2. Typical cross sections of the proposed grading, roadways, and sidewalks; and profiles of all sanitary and storm sewer lines.
 3. The location, sizes, and invert elevations of existing and proposed sanitary sewer and drainage facilities; the location and sizes of existing and proposed water lines; and any other data relating to utilities and drainage facilities that may be necessary to complete their installation.
 4. The location and results of soil percolation tests if individual sewage disposal systems are proposed.
- 3.4.3. The Engineering Plan shall be signed and sealed by a registered Engineer.
- 3.4.4. The Subdivision Official shall notify the subdivider of the approval or disapproval of the Engineering Plan. In the case of approval, specific changes, if any, required to be made shall be stated. In the case of disapproval, the grounds for such disapproval shall be stated.

§3.5. Final Plat

- 3.5.1. The purpose of the Final Plat, together with all the information and attendant items required herein, is to provide an accurate record of street and property lines and other elements being established on the land, and the condition of their use. The Final Plat shall conform substantially to the preliminary plat

as approved. All inspections and testing must be completed and the construction approved by the Subdivision Official or an improvement agreement and bond in accordance with Article 6 shall be executed prior to the Final Plat being placed on the agenda for Commission action.

- 3.5.2. The Final Plat shall be drawn upon mylar film, on sheets measuring no more than twenty-four (24) by thirty-six (36) inches; and at a scale of one inch equals 100 ft or other appropriate scale as approved by the Subdivision Official. Where necessary the Final Plat may consist of several sheets, accompanied by an index sheet showing the entire subdivision.

The mylar original and nine (9) black and white prints shall be submitted to the Subdivision Official at least ten (10) business days prior to the date on which the Commission will consider the Final Plat.

- 3.5.3. The Final Plat shall contain the following information:
 1. A diagram to scale showing the general location of the subdivision.
 2. Primary control points approved by the Subdivision Official or County Engineer, as appropriate; or description and ties to such control points; to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
 3. Subdivision boundary lines, right-of-way lines of streets, easements and other rights-of-way; property lines of lots and other sites with accurate dimensions; bearings, tangent distances, radii, central angles, arc lengths, and degrees of all curves; and the location and description of all monuments. All survey data shall be according to the *Minimum Technical Standards for Land Surveying in the State of Alabama*, latest edition, as published by the Alabama Society of Professional Land Surveyors. At least two (2) corners of the subdivision shall be referenced to the State Plane Coordinate System if an established and proven point is within one half ($1/2$) mile of the subdivision.
 4. Title, scale, north point, and date.
 5. Name and right-of-way width of each street or other public right-of-way.
 6. Numbers to identify each block and lot; and the area of each lot.
 7. The location, dimensions, and purpose of any easements.
 8. Names of owners of record of adjoining land.

9. Statement by the owner dedicating street rights-of-way and any sites for public use.
 10. Statement by a Surveyor certifying that the plat meets the requirements of *Minimum Technical Standards for Land Surveying in the State of Alabama*, latest edition, as published by the Alabama Society of Professional Land Surveyors and that permanent monuments have been placed for each lot corner in the subdivision ([Appendix A-1](#)).
 11. Notary acknowledgment of certification by surveyor and owner ([Appendix A-2](#)).
 12. Certification by the Project Engineer that the proposed improvement conform with all applicable regulations ([Appendix A-3](#)).
 13. Certificate by the Subdivision Official that the subdivision meets all required improvements ([Appendix A-4](#)).
 14. Certification by the Commission that the plat has been approved for recording by the Probate Judge ([Appendix A-5](#)).
 15. Certificate of acceptance by the City Council of any land, right-of-way, or easements dedicated to the City ([Appendix A-6](#)).
 16. Certificate of approval of street names by the Henry County E-911 Agency ([Appendix A-7](#)).
 17. Certificate by the County Health Officer when individual sewage disposal and/or water systems are to be installed.
 18. Note requiring that existing structures shall be located on the plat and fully dimensioned so that conformance with any applicable regulations can be verified.
 19. Note prohibiting structures on easements and that access shall not be restricted by ungated fences.
- 3.5.4. The Final Plat shall be accompanied by the following items, as appropriate:
1. A copy of the protective covenants, if any, as they are to be recorded. If the subdivision contains common open space, detention or retention ponds or other amenities for the use of the residents of the subdivision, provisions shall be made for a homeowner or residents association or other means for maintaining the common open space, pond or other amenity; and
 2. A set of as-built plans including two (2) sets of prints and an electronic copy in CAD format.

3. A maintenance agreement and bond in accordance with Article 6 of these Regulations ([Appendix A-10](#)); OR
4. An improvement and maintenance agreement and bond in accordance with Article 6 of these Regulations ([Appendix A-8](#) and [Appendix A-9](#)).

§3.6. Action on Final Plat

- 3.6.1. Final approval of the plat will be given upon: 1) fulfillment of all conditions attached to, and in conformance with, the Preliminary Plat; and 2) certification of the proper installation of the improvements and compliance with Articles 3 and 6 of these Regulations. The Commission shall act upon the Final Plat and shall communicate in writing to the subdivider the action taken.
- 3.6.2. Failure of the Commission to take action on the Final Plat within thirty (30) days after its hearing shall be deemed to be approval of such Final Plat. If the Final Plat is disapproved the grounds for disapproval shall be stated in the minutes of the Commission and in the Resolution setting forth the Commission's action, a copy of which shall be transmitted to the applicant.
- 3.6.3. Commission approval of the Final Plat shall not be deemed to constitute or affect an acceptance by the public of the dedication of any street or other proposed public ways or lands shown on the Final Plat and located within the corporate limits.

§3.7. Recording of Final Plat

Commission approval of the Final Plat shall be null and void if such Final Plat is not recorded in the office of the Judge of Probate within sixty (60) days after the date of approval, unless an application for an extension of time is made in writing and is granted by the Commission during this sixty (60) day period.

§3.8. Copies of Recorded Plat

The applicant shall file with the Commission one (1) mylar and five (5) copies of the Final Plat as recorded in the Office of the Judge of Probate. One of these copies shall be used by the City to assign street numbers to each lot and shall then be transmitted to the City Clerk.

§3.9. Combined Preliminary and Final Plat

A subdivider may submit a combined request for both Preliminary Plat and Final Plat approval. In such cases all requirements for both Preliminary and Final Plat approval must be met.

§3.10. Administrative Subdivision

For the purposes of this section an administrative subdivision is a resubdivision involving not more than four (4) contiguous lots fronting on an existing street, and which requires no new streets; and when in the opinion of the Subdivision Official no engineering service is required. Except as otherwise specified the resubdivision and the plat thereof shall conform to all the requirements of these regulations.

- 3.10.1. No Preliminary Plat or Engineering Plans are required to be submitted for an administrative subdivision. However, the subdivider should consult with the Subdivision Official and with other appropriate officials, prior to preparation of the Final Plat.
- 3.10.2. A Final Plat shall be submitted for an administrative subdivision, which conforms to all the requirements and provides all the information specified for a Final Plat as described in §3.5 above.
- 3.10.3. Authority to grant final approval to subdivision plats under this Section shall be vested in the Subdivision Official. Formal approval can be granted by the Subdivision Official, in which case such action shall be reported at the next regular meeting of the Commission. Such approval shall include the authority to approve and accept public easements. However, the Subdivision Official may require that an administrative subdivision be presented to the Commission for consideration for approval.

Article 4 DESIGN STANDARDS

All proposed subdivisions shall conform to all applicable state and local regulations, including the Zoning Ordinance where said Ordinance is in effect. The design standards of this Article shall be the minimum standards allowable for development. Standards above the minimum may be required by the Commission or the Subdivision Official. Detailed construction specifications and engineering requirements may be obtained from the Subdivision Official. In addition, development guidelines are provided to assist designers and support the Commission's review of development proposals to guide future development in ways that foster the physical vision embodied in the Headland Comprehensive Plan.

The Commission shall not grant any variance modification, or waiver of the requirements of this Article unless recommended by the Subdivision Official.

For the purposes of this Section, residential developments or portions thereof shall be categorized as follows: 1) very low density – lots of more than 30,000 sf; 2) low density - lots of 20,001 –30,000 sf; 3) medium density - lots of 8,500-20,000 sf; 4) high density - lots less than 8,500 sf and any duplex, triplex, townhouse or multiple family development.

§4.1. General Requirements

- 4.1.1. Land within the 100-year floodplain shall be clearly marked on all subdivision plats. Such areas shall not be developed in any way that would reduce the floodplain's capacity to store and convey stormwater.
- 4.1.2. Consideration shall be given to the natural scenic features of the land, such as streams, historic structures and grand trees, and the design of the subdivision should protect and utilize such natural scenic features.

§4.2. Street Plan

All streets shall be designed in accordance with all applicable requirements of this §4.2 and the applicable City Specifications in the Appendix. The design standards of this Section are intended to ensure connectivity throughout the City street network to avoid congestion on major streets and to ensure safe access and mobility for motorists, pedestrians, bicyclists and the handicapped.

- 4.2.1. Whenever land to be subdivided embraces any part of a highway, street, or road so designated on any county or regional plan, such part of such proposed public way shall be platted by the same width as indicated on such county or regional plan.

- 4.2.2. Topography. All streets shall be platted along contour elevations which will result in minimum grades and greater visibility wherever practical, with consideration given to the anticipated use of the land.
- 4.2.3. Consistency with Land Use. The proposed street layout shall be made according to good land planning practices for the type development proposed and shall be coordinated with the street systems of the surrounding areas.
- 4.2.4. Connectivity.
 - 1. To the extent practicable, a proposed subdivision shall provide direct connections in its local street system to and between local destinations, such as parks, schools, and shopping, without requiring the use of arterial streets. The street layout of a subdivision shall provide for connection of streets between adjacent properties where necessary for the convenient circulation of traffic, effective police and fire protection, and access by public service vehicles and in accordance with the policies of the Comprehensive Plan. See Figure 4.2.4A.

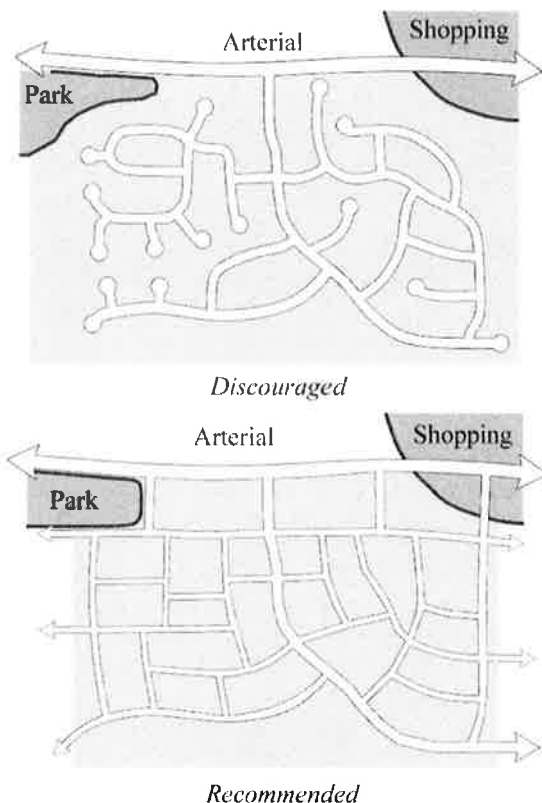


Figure 4.2.4A Street Network Patterns and Connectivity

Development Design Guidelines

Green Infrastructure Management

1. Favor citywide low gross density, but with appropriate areas designated for higher densities, to gain useful open space and watershed protection with no net loss of development opportunity.
2. Conserve topography and natural drainage systems to reduce costs of earthwork, clearing and drainage, while maintaining the natural beauty of the site.
3. Design relatively narrow residential streets to reduce impervious surface coverage. Ribbon driveways, shared driveways and planting circles in culs-de-sac also decrease impervious surfaces.
4. Limit impervious parking area to that necessary for the intended use. Reduce overall imperviousness of parking lots by permitting pervious materials in spillover parking areas.
5. Maintain naturally vegetated buffers along streams, floodplains, steep slopes and wetlands.
6. Limit clearing and grading to the minimum needed for construction, access and fire protection. Before clearing and grading, identify existing vegetation that can be preserved to be used toward any buffers, screening or other landscaping needs.
7. Incorporate existing vegetation into community open spaces, streetscapes, parking lot landscaping, buffers, and other open spaces. In intensive development areas, replace "lost" vegetation by incorporating new landscaping into the streetscape (i.e., street trees and planting strips), community open spaces and parking lots.
8. Maintain all "blue line" streams at least at their current lengths.
9. Design developments so that new discharge of unmanaged stormwater is not directed into wetlands, aquifer recharge areas and critical water bodies.
10. Plant slopes to prevent erosion.
11. Use native species in landscaping to reduce irrigation and maintenance requirements.

Neighborhood Design

1. Plan and design neighborhoods to reflect their location in the community and their natural landscape.
2. Arrange residential densities to be lowest where furthest from activity centers and major roads.
3. Dedicate at least 15% of the total site to pedestrian-accessible, usable open space.
 - *Children should have somewhere to play safely away from their own homes, yet nearby.*
 - *There should be at least one special gathering place, such as a neighborhood green, as a focal point in the neighborhood. The gathering space should have easy access from all parts of the neighborhood.*
 - *Stormwater ponds should not constitute more than 25% of neighborhood open space.*
4. Plan the street layout to provide appropriate access for motorists while assuring convenience and safety for pedestrians.
 - *Neighborhood sidewalks should be buffered from the street by a planting strip at least 4-5 ft wide.*
 - *Pedestrian accessibility should be enhanced through off-road linkages between culs-de-sac and adjacent streets, as well as trails within greenways or other open space systems, as appropriate.*
5. Design streetscapes to create an attractive, appropriately-scaled public space that encourages interaction.
 - *Streets should be lined with trees and porches rather than garages and large driveways.*
 - *Overhead utilities should be placed at the rear of lots, either in easements or alley rights-of-way, rather than in the streetscape. Otherwise, utilities may be placed underground. Overhead utilities along the street are acceptable in rural or low density areas.*
6. Provide street lights—generally twelve ft in total height—along sidewalks and areas accessible to pedestrians. Taller street lights should be avoided or shielded to avoid glare on adjacent homes and minimize light pollution.

Development Design Guidelines (continued)

Commercial Design

1. Avoid creation of double-frontage lots. Double-frontage conditions make it difficult to locate elements, such as loading and unloading, garbage/recycling receptacles, and outdoor storage, out of public view without generous screening improvements. Double-frontage lots, where unavoidable, should be developed with buildings that provide attractive facades on each public frontage.
2. Orient a building so that the façade containing the primary entrance (and any display windows) face public streets.
3. Locate the building and its primary public entrance to provide convenient, safe access to the public sidewalk system.
4. Design all streets to promote traffic patterns that are compatible with pedestrian safety and to provide direct routes between nearby destinations.
5. Design parking lots with clearly-marked paths that connect pedestrians to building entrances while minimizing conflicts between pedestrian and vehicular circulation.
6. Design parking lots to include five percent or more of their area as frontage and interior landscaping. Parking lot landscaping should include trees evenly distributed throughout the parking lot to provide shade and to break down the scale and monotony of the parking lot.
7. Integrate commercial projects with adjacent, compatible development to foster efficiency through shared circulation, parking, and loading options.

Accessibility and Access Management

1. Provide adequate distance between intersections and driveways to separate points of traffic conflict. As a general rule, the higher the design speed of the road, the further driveways should be located from intersections and from one another.
2. Restrict turning movements at unsignalized driveways and intersections by limiting the use of full directional unsignalized streets and driveways. Full movement intersections should serve multiple developments through joint use driveways and cross access easements.
3. On arterials and major collectors, design turn lanes and tapers with adequate length. Design driveways to allow adequate access but avoid excessive speeds in turning movements.
4. Only use traffic signals when appropriate studies indicate their spacing and interconnection can be accomplished without significant adverse impacts on corridor capacity.
5. Incorporate turn lanes for all public streets at major access points to activity centers.
6. Use mid-block alleys and/or shared driveways to reduce the proliferation of driveways on arterials and collectors and to preserve the traffic-carrying capacity of such major streets.
7. Design intersections and driveways with curb radii that support appropriate speeds for turning movements and appropriate crossing distances for pedestrians. Larger curb radii may be necessary for frequent turns by large vehicles but also encourage fast turning movements by smaller vehicles. Smaller curb radii reduce crossing distances for pedestrians.

Table 4.2.6 Street Design Standards – Residential Streets							
Specifications are based on two-lane road sections. The Commission, upon a recommendation by the Subdivision Official, may require a median, turn lanes, acceleration and deceleration lanes, or additional travel lanes where trips generated by anticipated uses or where City, County, or regional plans require increased design improvements. For streets with more than 2 lanes, interior lane widths shall be kept to the lesser dimension while the greater dimension may be required in outside lanes to accommodate turning movements.							
Street Type	Very Low Density	Low Density Residential		Medium Density Residential			
		Local	Collector	Local 1	Collector 1	Local 2	Collector 2
1. Design Speed Posted Speed	32-38 mph 25-30 mph	25-32 mph 20-25 mph	32-38 mph 25-30 mph	19-32 mph 15-25 mph	32-38 mph 25-30 mph	19-32 mph 15-25 mph	32-38 mph 25-30 mph
2. On-Street Parking (parallel)	none	none	none	7 ft one side	7 ft one side	7 ft both sides	7 ft both sides
3. Curb Type/Width (all applicable sides) ¹	24" valley curb or 6 ft swale	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter
4. Min. Planting Strip (only on side with sidewalk)	3 ft	4 ft	4 ft	4 ft	5 ft	4 ft	5 ft
5. Min. Sidewalk width ² (refer also to §4.2.13)	n/a	5 ft ² both sides	5 ft ² both sides	5 ft both sides	5 ft both sides	5 ft both sides	5 ft both sides
6. Travel Lane Width	10-11 ft	10-11 ft	11-12 ft	10-11 ft	11-12 ft	10-11 ft	11-12 ft
7. Median: Min. Width (where provided or required) ³	12 ft	none	12 ft	none	12 ft	none	12 ft
8. Min. Travelway (edge of pavement to edge of pavement) ⁴	22 ft	22 ft	24 ft	29 ft	30 ft	36 ft	38 ft
9. Min. ROW ⁵	45 ft	45 ft	50 ft	60 ft	65 ft	65 ft	70 ft
10. Max. Average Spacing for Street Trees	street trees not required			50 ft	60 ft	50 ft	60 ft

¹ For streets approved without sidewalks and curb/gutter, a valley curb and planting strip shall be provided.

² Where sidewalks are provided, curb and gutter shall also be installed with the minimum planting strip between the sidewalk and curb; OR a valley curb may be used and the planting strip shall be increased to five (5) ft minimum width between the sidewalk and valley curb.

³ Generally, medians are not required. However, where left turn lanes at intersections may be required, a median should be provided to manage access between intersections.

⁴ Travelway width does not include curb and/or gutter width. Where additional travel lanes (including turn, acceleration, and deceleration lanes) are required by the Commission, travelway width shall be adjusted by adding travel lane widths as listed in Row 6.

⁵ Total right-of-way includes widths required for curb and gutter or valley curb. Where swales are used, right-of-way width shall be calculated as needed to accommodate width of swales.

Table 4.2.6 (continued) Street Design Standards – High Density, Mixed-Use and Non-Residential Streets

Specifications are based on two-lane road sections. The Commission, upon a recommendation by the Subdivision Official, may require a median, turn lanes, acceleration and deceleration lanes, or additional travel lanes where trips generated by anticipated uses or where City, County, or regional plans require increased design improvements. See §4.2.13 for sidewalk requirements for industrial developments. For streets with more than 2 lanes, interior lane widths shall be kept to the lesser dimension while the greater dimension may be required in outside lanes to accommodate turning movements.

Street Type	High-density Residential		Neighborhood Mixed-Use or Non-Residential		General Mixed-Use or Non-Residential		Frontage Road
	Local	Collector	Local	Collector	Local	Collector	
1. Design Speed Posted Speed	32-38 mph 25-30 mph	32-44 mph 25-35 mph	32-38 mph 25-30 mph	32-44 mph 25-35 mph	32-38 mph 25-30 mph	32-44 mph 25-35 mph	32-38 mph 25-30 mph
2. On-Street Parking ¹ (parallel)	7 ft both sides	7 ft both sides	7 ft both sides	7 ft both sides	7 ft both sides	7 ft both sides	optional on developed side
3. Curb Type/Width	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter	18" curb/gutter
4. Min. Planting Strip/Tree Well ²	4 ft both sides	4 ft both sides	4 ft both sides	4 ft both sides	4 ft both sides	4 ft both sides	4 ft developed side
5. Min. Sidewalk Width	5 ft both sides	5 ft both sides	6 ft both sides	7 ft both sides	8 ft both sides	10 ft both sides	5ft developed side
6. Travel Lane Width ³	10-11 ft	11-12 ft	10-11 ft	11-12 ft	10-11 ft	11-12 ft	11-12 ft
7. Min. Travelway (edge of pavement to edge of pavement) ⁴	34 ft	36 ft	34 ft	36 ft	34 ft	36 ft	22 ft
8. Min. ROW ⁵	60 ft	65 ft	65 ft	70 ft	70 ft	75 ft	45 ft
9. Max. Average Spacing for Street Trees	40 ft	50 ft	40 ft	50 ft	45 ft	50 ft	50 ft developed side only

¹ For angled parking, increase parking width to 18 ft and increase travelway and Total ROW widths accordingly.

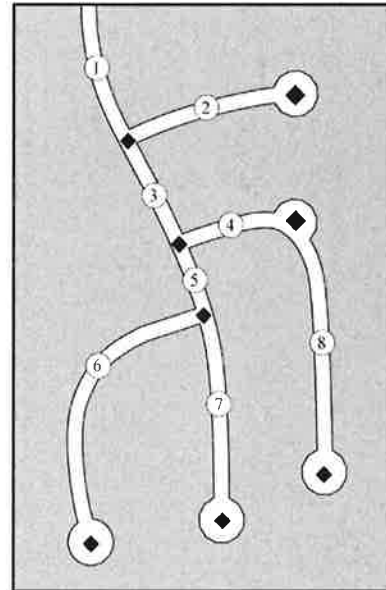
² Planting strips shall be used for high density residential development and any areas with low on-street parking turnover or no on-street parking. In commercial areas with on-street parking, especially retail and service areas, where parking turnover is likely to be high, the sidewalk should extend to the curb and street trees shall be provided in regularly spaced tree wells.

³ On streets with three or more lanes, the wider dimension should be used, as needed, on the outside lanes to accommodate turning movements. Interior lanes may be kept to the minimum.

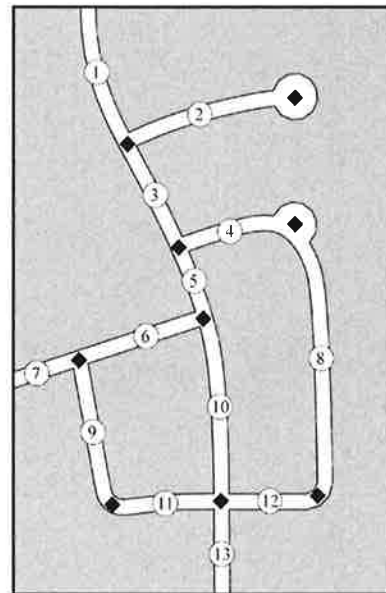
⁴ Travelway width does not include curb and/or gutter width. Where additional travel lanes (including turn, acceleration, and deceleration lanes) are required by the Commission, travelway width shall be adjusted by adding travel lane widths as listed in Row 6.

⁵ Total right-of-way includes widths required for curb and gutter.

2. Each development shall incorporate and continue all collector or local streets stubbed to the boundary of the development plan by previously approved development, whether built or not. Street improvements shall extend to within five (5) ft of the boundary. The right-of-way shall extend to the boundary.
3. External Access to Residential Subdivisions. Residential subdivisions shall provide access points to the existing street network, in accordance with the following guidelines, based upon the number of lots or dwelling units contained within the subdivision, including the total number of lots or dwelling units projected for multi-phased subdivisions. In applying these guidelines, the Commission shall take into consideration the arrangement and capacity of the existing street network and constraints that would make strict adherence to these guidelines impractical or unduly harsh including but not limited to steep topography, hydrology, geology, and railroads. In addition, the Commission shall consider the findings of a traffic study, whenever required, and may modify these requirements accordingly.
 - a. 75-124 lots or dwelling units—at least two separate access points, one of which may be a stub street
 - b. 125-224 lots or dwelling units—at least two separate access points, excluding any stub streets
 - c. 225-374 lots or dwelling units—at least three separate access points, one of which may be a stub street
 - d. 375 or more lots or dwelling units—at least three separate access points, excluding any stub streets
4. To provide adequate connectivity in a subdivision or planned development, the street network shall have a connectivity index not less than:
 - a. 1.0 for very low density residential and agricultural uses
 - b. 1.2 for low density residential development
 - c. 1.4 for medium density residential and non-residential development
 - d. 1.6 for high density residential and mixed-use development



8 links / 8 nodes = 1.0 ratio



13 links / 8 nodes = 1.63 ratio

Figure 4.2.4B Measuring Connectivity

The connectivity index is measured as the number of street "links" divided by the number of "nodes". A link is a street segment between two intersections or from an intersection to a cul-de-sac or street stub. This includes street segments leading from the adjoining street network or adjacent development. Nodes include intersections, cul-de-sacs and curves with a design speed of 15 mph or slower. They do not include the end of street stubs or intersections with the adjoining street network. See Figure 4.2.4B.

5. Stub Streets and Temporary Turnarounds. To ensure future street connections where a proposed development abuts unplatted land or a future development phase of the same development, street stubs shall be provided for access to abutting properties or to logically extend the street system as determined by the Commission. All street stubs shall be provided with temporary turnarounds.

- a. The right-of-way of stub streets shall extend to the property line. The area necessary for the temporary turnaround outside the normal right-of-way shall be contained within a temporary easement, which shall automatically dissolve when the street is extended and approved by the City.
- b. The length of temporary turnarounds shall be in accordance with §4.2.11.
- c. Paving and utilities shall be extended far enough to serve the developing lots.
- d. The restoration and extension of the street shall be the responsibility of the future developer of the abutting land.

6. The alignment, location, width and grade of streets within a proposed subdivision shall be coordinated with other existing and planned streets within the general area.

4.2.5. The platting of any land, the purpose of which is to deny access to rights-of-way is prohibited, except as otherwise provided herein.

4.2.6. Street right-of-way widths shall be determined by street design and classification as provided in Table 4.2.6.

4.2.7. Subdivisions along or including existing or dedicated or platted streets or highways where rights-of-way are inadequate to meet these minimum standards, shall provide additional rights-of-way to meet these standards.

- 1. The applicant shall provide or dedicate additional right-of-way and/or easement if it is determined by the Subdivision Official that the additional right-of-way and/or easement is necessary for street improvements, such as acceleration/deceleration lanes, as established on the approved Access Plan in accordance with the City Traffic Circulation Standards.
- 2. On low density residential streets, paved turnouts may be required for access of mail trucks to mailboxes.
- 3. Half streets will not be permitted except in such cases where there exists a half street contiguous thereto. Half streets, however, will not be permitted

as an extension or continuation of an existing half street.

4. Existing Streets. Subdivisions that adjoin or include existing streets shall dedicate additional right-of-way (ROW) as necessary to meet the minimum requirements in Table 4.2.6. When any part of the subdivision is on both sides of the existing street, the entire additional ROW shall be provided. When the subdivision is located only on one (1) side of an existing street, one half (1/2) of the required ROW, measured from the centerline of the existing ROW, shall be provided. In rolling or hilly terrain, construction easements may be required to ensure that appropriate front and back slopes are developed.

4.2.8. Alleys. Alleys may be required in commercial or industrial districts if it is determined by the Commission that alleys will be necessary in providing safe access to abutting sites in accordance with the City Traffic Circulation Standards. Alleys may be required by the Commission in medium and high density residential developments as alternative locations for rear access, above-ground utilities, garbage pick-up, and/or mail service. Alleys shall be paved as required by the Subdivision Official and dimensioned as specified in Table 4.2.8.

	Min. ROW width	Min. Pavement Width	Curb Radius at Street	
			Local	Collector
Single-family	20 ft	12 ft	10-13 ft	13-16 ft
Multi-family and Non-Residential	24 ft	20 ft	12-15 ft	15-18 ft

4.2.9. Paving

- 1. All public streets and access drives shall be paved in accordance with City Specifications, as provided in the Appendix.
- 2. When it is necessary for a subdivider to break existing pavement for the installation of utilities, for drainage facilities, or for any other purpose, the subdivider shall be financially responsible for the repair of the pavement, which shall be in accordance with City Specifications.

4.2.10. Horizontal and Vertical Alignment; Stopping Sight Distance.

- 1. Street alignment shall be designed to eliminate sharp curves and street jogs. Street curvature shall comply with Table 4.2.10.

2. There shall be an offset of at least 125 ft between street centerlines.
3. Streets shall intersect as nearly at right angles as possible and in no case at an angle of less than sixty (60) degrees.
4. Grades of all streets shall comply with good engineering practice. Generally, street grades shall not be less than five-tenths (0.5) percent.
5. Stopping Sight Distance shall be provided based on the design speed of the street as specified in Table 4.2.10.
6. An unobstructed, clear sight triangle shall be established at all intersections and access points to streets according to the required intersection sight distances in Table 4.2.10 and as shown in Figure 4.2.10A.

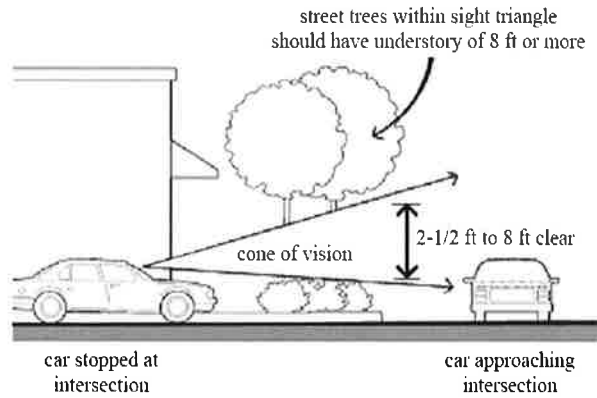
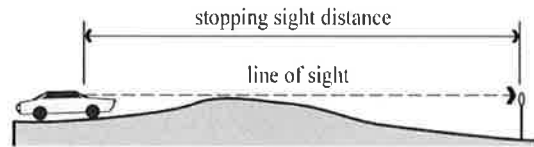


Figure 4.2.10B Intersection Sight Distance and Sight Triangle, elevation view.

Stopping Sight Distance

Line of sight between a motorist (at stopping sight distance) and upcoming intersection should be clear of elevation changes that obscure the view of the upcoming intersection.



Stopping Sight Distance

Line of sight between motorist (at stopping sight distance) and upcoming intersection should be clear of visual obstructions such as signs, structures, landscaping, grade changes, etc.

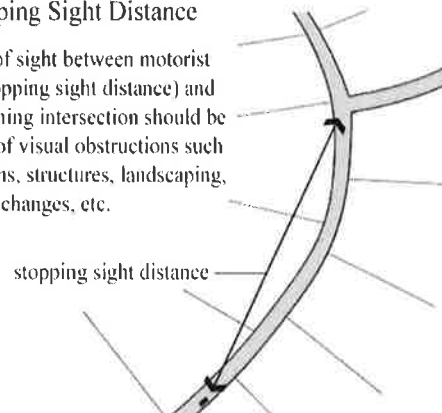


Figure 4.2.10C Stopping sight distance, elevation and plan view

Street Design Speed (mph)	Stopping Sight Distance (ft) ¹	Intersection Sight Distance (ft) ^{1,2}	Minimum Radius of Street Curvature (ft)
15	145	170	125
20	195	225	150
25	240	280	175
30	290	335	250
35	335	390	375
40	385	445	550

¹ Distances are intended as a minimum guideline. Site conditions such as grades, traffic volumes, signalization types, etc. may warrant increases in desired sight distances.
² The provided intersection sight distances are recommended for stopped cars to safely cross or merge left onto a roadway with traffic moving at the design speed indicated in the left-most column.

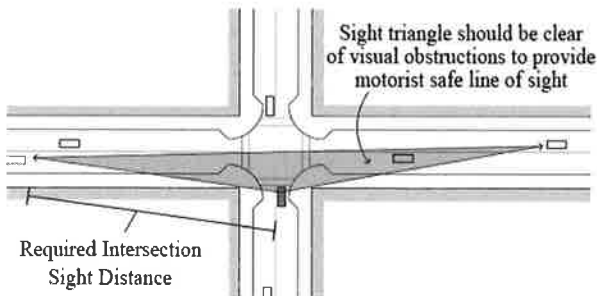


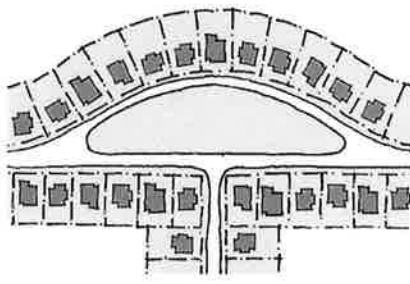
Figure 4.2.10A Intersection Sight Distance and Sight Triangle, plan view.

4.2.11. Dead end streets.

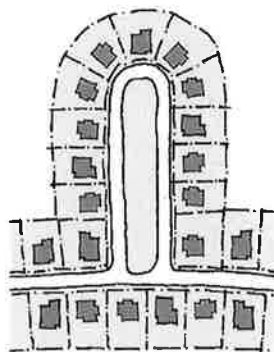
1. Dead end streets of 150 ft or less in length shall require, at a minimum, a hammerhead turnaround or as otherwise approved by the Subdivision Official.
2. Dead end streets, longer than 150 ft shall have a vehicular turnaround as approved by the Subdivision Official in accordance with City Specifications in the Appendix. Alternative designs, including hammerheads, eyebrows and closes, may be approved by the Subdivision Official where

such alternative best suits the natural features of the site and provides sufficient access for emergency response vehicles. The Commission may require a planting circle within a cul-de-sac. See Figure 4.2.11.

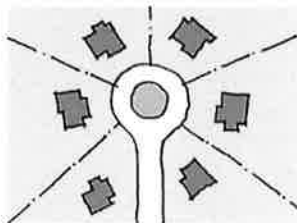
3. Dead end streets shall not exceed 600 ft in length.
4. The design of cul-de-sac bulbs and hammerheads shall conform with City Specifications as provided in the Appendix.



Eyebrow



Close



Cul-de-sac planting circle

Figure 4.2.11 Cul-de-sac Alternatives

- 4.2.12. Intersections. Curb radii shall be sized to provide safe turning movements appropriate to the desired travel speed along the intersecting streets in accordance with City Specifications as provided in the Appendix.
- 4.2.13. Sidewalks. Sidewalks shall be provided as required in Table 4.2.6 and constructed in accordance with the City Specifications in the Appendix.
 1. Guidelines. The Commission may modify requirements for sidewalks and pedestrian

facilities, in accordance with the following guidelines. If not required, such facilities may be provided at the option of the subdivider, but shall be in accordance with City specifications.

- a. The Commission may lessen, modify or waive sidewalk requirements in very low and low density residential subdivisions, if they are further than 1,000 ft from an existing or planned school, library, park, place of assembly or commercial area or if the proposed subdivision is within an area that developed without sidewalks.
- b. Sidewalks should be provided along streets that presently or in the future will contain nonresidential uses intended to serve children or the aged.
- c. In lessening sidewalk requirements, the Commission may:
 - (1) require sidewalks on only one side of streets or
 - (2) waive sidewalk requirements on dead-end or cul-de-sac streets
 - (3) require sidewalks only on that portion of an existing street to be improved as part of the subdivision, along common open spaces within the subdivision, along a subdivision's primary street (s), along proposed streets closest to the existing street network and/or similar circumstances.
- d. In modifying sidewalk requirements, the Commission may require a permanently surfaced pedestrian facility, whether or not located alongside the street, as an alternative to or in addition to sidewalks. The pedestrian facility should be located so that it extends throughout as much of the subdivision as practicable, connects to any adjoining areas with sidewalks and is accessible to the greatest number of users within the proposed development.
- e. Along any street where the sidewalk requirements in Table 4.2.6 are waived, streets shall be designed to allow future installation of sidewalks, particularly with regard to right-of-way and location of utilities.
- f. Sidewalks shall be completed prior to approval of the final plat. Any sidewalk damaged during construction of individual lot improvements shall be repaired and/or replaced to the satisfaction of the City's Building Official. Certificates of Occupancy shall be withheld for broken or unsatisfactory sidewalks.

2. A planting strip shall be provided between the back of curb and sidewalk, except where the Commission determines that topography; tree preservation or conservation; right-of-way characteristics; or other conditions dictate that the planting strip requirement be modified or waived.
3. Pedestrian ramps in accordance with the requirements of the Americans with Disabilities Act (ADA) shall be provided at intersections of streets requiring sidewalks.
4. Cul-de-sacs within medium or high density residential subdivisions or districts may be required to provide a permanent pedestrian passage, within an easement for such purposes, to adjacent streets, schools, parks or similar destinations as determined by the Commission. The easement shall not be less than twelve (12) ft. The design of the passage shall be as approved by the Subdivision Official. Such decision shall take into consideration proximity to schools, parks, places of assembly and to what degree the requirement for such a passage would increase the safety and convenience of pedestrians in reaching such destinations.

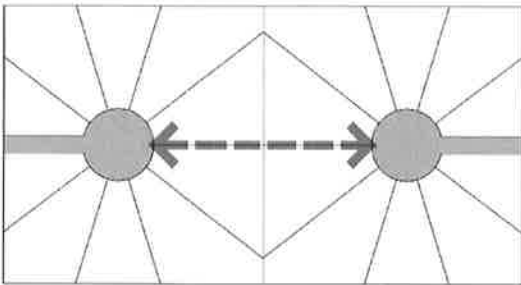


Figure 4.2.13 Pedestrian passage between cul-de-sacs

5. Sidewalks shall be required along public street frontages involving industrial development only in the following cases:
 - a. the site is within 1,000 ft of existing or planned commercial or medium or high density residential development as measured along street centerlines
 - b. the site lies between two areas that would otherwise be required to have sidewalks per these Regulations and the distance between such areas is not more than 2,000 ft measured along street centerlines

Sidewalks shall be placed on one or both sides of the street and of a width as would be most consistent with the requirements for abutting land uses (existing or as projected in the Comprehensive Plan).

§4.3. Access Management

- 4.3.1. The type, number and spacing of access (driveways) to private property from public streets shall be in accordance with the requirements of the City Traffic Circulation Standards.
- 4.3.2. The width of driveways, measured at the nearest points of the radius returns, shall conform to the City Specifications in the Appendix.

§4.4. Blocks and Lots

4.4.1. Blocks:

1. Blocks shall be laid out with special attention given to the type of use contemplated and to the requirements of [§4.2.4 Connectivity](#) and the City Traffic Circulation Standards. Blocks intended for commercial or industrial use shall be designed specifically for such use, with consideration of off-street loading and unloading, and off-street parking facilities, and access thereto.
2. Blocks shall not exceed 1,320 ft in length and shall be wide enough to allow two (2) tiers of lots of appropriate depth, except where abutting upon major streets, limited access streets, or railroads, or where other situations make this requirement impracticable.
3. One or more improved pedestrian passages, not less than ten (10) ft in width, shall be provided and shall entirely cross any block that is more than 800 ft long at a location approved by the Commission.

4.4.2. Lots:

1. The platting of lots for building purposes will not be allowed in any floodway. Areas subject to periodic flooding or excessive flows or surface runoff will not be acceptable for development unless the subdivider makes necessary provisions to eliminate such flooding. See [§3.1.2.8](#) and [§4.1.1](#).
2. Lot sizes, and configurations shall be made with due regard to topographic conditions, contemplated use, and the surrounding area. A resubdivision, or a subdivision in an area already subdivided, shall be compatible in character with the surrounding neighborhood or as may be identified in the Comprehensive Plan for reinvestment or redevelopment.
3. Where easements for public utilities, storm or sanitary sewers are contemplated, lot lines shall be located in such manner as to facilitate the construction of such improvements and the maintenance thereof.

4. Lot area and widths shall meet or exceed minimum zoning and health requirements in the area in which the property is located, but the Commission may impose greater requirements if it finds that a proposed subdivision, though meeting minimum zoning requirements, would tend to depreciate the value of surrounding or adjacent properties, or would impose an undue burden on the City in furnishing public service to the area.
5. For subdivisions outside the municipal limits, lots shall conform to the requirements in Table 4.4.2

	Min. Width at Building Line	Min. Depth
Single family detached (except corner lots)	100 ft	200 ft
Manufactured Home	100 ft	200 ft
Residential Corner Lots	150 ft	200 ft
Non-residential	100 ft	250 ft

6. Lot lines shall be substantially at right angles to the streets except on curves where they shall be radial.
7. Every lot shall abut on a street unless specifically exempted by the Zoning Ordinance.
8. Double-frontage lots shall be avoided when practical. Double frontage lots will be permitted only where necessary to provide separation of residential development from major streets or to overcome specific disadvantages of topography and orientation. A planted buffer at least ten (10) ft wide and across which there shall be no right of vehicular access shall be provided along the line of lots abutting such major street or disadvantageous use.
9. Flag lots shall not be permitted.

§4.5. Additional Requirements for Non-Residential Subdivisions and Developments

For non-residential subdivisions and developments outside the municipal limits, the following shall apply:

- 4.5.1. Buffers shall be provided between any non-residential subdivisions and any existing or planned residential areas on abutting land to mitigate potential nuisances as provided following:
 1. The buffer shall be the responsibility of the developer of the nonresidential subdivision or development.
 2. The minimum width of buffer strips shall be: a) for commercial subdivisions, fifteen (15) ft and b) for industrial subdivisions, forty (40) ft.

3. Buffers shall include a minimum six (6) ft high fence or wall. The finished side of the fence, if applicable, shall face outward.
4. A combination of trees and shrubs shall be planted on the outside of the fence or wall. Evergreen trees and shrubs may be required, at a spacing as needed to effectively address potential nuisances as determined by the Commission.
5. No vehicular use areas, structures, outdoor storage or sanitation equipment shall be permitted in the buffer.

4.5.2. Commercial and Office Subdivisions and Developments.

1. For subdivisions less than twenty(20) acres, all boundary street and access improvements shall be completed within the initial phase of the development.
2. Buildings shall be placed no more than twenty-five (25) ft from street right-of-way lines. No parking shall be permitted between the street right-of-way and the side of the building facing the street.

4.5.3. Industrial Subdivisions and Developments.

1. Buildings shall be placed no closer than seventy (70) ft from all arterial street right-of-way lines and no less than fifty (50) ft from any other street right-of-way lines.
2. A minimum setback of thirty (30) ft shall be maintained from any side or rear lot lines except as required in §4.5.1.
3. One-half of any adjacent permanent open space or easement, retained by the grantor for utility purposes or dedicated to the public, shall be allowed as part of the required setback except that in no case shall the total separation between buildings on adjacent tracts or lots be less than sixty (60) ft. To preclude the possibility of through traffic, industrial streets and other access ways shall not normally be required to be extended to the boundaries of adjacent existing or potential residential areas.

§4.6. Street Trees

- 4.6.1. In medium and high density residential developments and in non-residential developments, street trees shall be provided in the planting strip in accordance with Table 4.2.6.
- 4.6.2. Street trees within the public right-of-way, shall not be of a low, bushy species that might obstruct vision. No street trees shall be planted unless approved by the Subdivision Official, who shall

determine whether they pose a threat to public safety or the efficient use of public facilities. Trees shall be placed to avoid damage or impeding access to buried utility lines, sidewalks or streets. Tree species shall be selected appropriate to the width of the planting area and root barriers installed to prevent damage to sidewalks and utilities from root growth.

§4.7. Street and Subdivision Names

- 4.7.1. Street names for all subdivision plats shall be subject to approval of the Commission.
- 4.7.2. Subdivision names for plats shall be subject to the approval of the Commission and shall not duplicate the name of any plat already recorded in Henry County.

§4.8. Easements

Easements shall not be less than twenty (20) ft in width except in cases of double-tiered lots where a width of ten (10) ft from each tier is permitted. Where there exists a storm water ditch, creek or any other such watercourse, the easement shall be of sufficient width that such watercourse may be installed and maintained efficiently. The location of any storm water ditch, creek or watercourse shall not be changed without the approval of the Commission upon recommendation of the Subdivision Official.

§4.9. Public Uses, Common Open Space

- 4.9.1. Wherever a park, neighborhood recreational space, school site, or other areas for infrastructure or public use shown in the Comprehensive Plan or on an official map or other plan adopted by the Commission is located in whole or in part within the proposed subdivision, the Commission shall seek to secure inclusion of such improvements and reservation of land necessary for such use. The Commission shall also cooperate with appropriate government agencies to afford them an opportunity to coordinate acquisition of such areas with development of the proposed subdivision
- 4.9.2. Within medium and high density residential subdivisions, or portions thereof, usable common open space must be provided for the recreational use, as follows:
 1. Medium density residential subdivisions, or portion of a subdivision designated for medium density residential lots, of at least twenty (20) lots must include at least 10% of the tract or applicable portion of the tract as one or more common open spaces.

2. High density residential subdivisions, or portion of a subdivision designated for high density residential lots, of at least twenty (20) lots must include at least 15% of the tract or applicable portion of the tract as one or more common open spaces.
3. Required open space is calculated based on the net developable area and does not include street rights-of-way.
4. Common open spaces shall be located to be accessible to greatest number of lots within the subdivision. Spaces that are not accessible without passing through a privately owned land shall not be accepted.
5. Common open spaces shall be designed and improved for recreational use, as determined by the Commission, and may not be smaller than forty (40) ft in any dimension.
6. Stormwater facilities may not be included within a required open space unless designed, as determined by the Commission, as a recreational or visual amenity. In no case may a stormwater facility occupy more than 50% of the common open space of which it is proposed to be a part.
7. The Commission may modify or waive these requirements when the subdivision, or portion thereof, is within less than 1,000 ft of an existing public park. In such cases, sidewalks or off-street pedestrian facilities shall be provided within the subdivision to provide safe access to the public park. If twenty or more lots within the subdivision, or portion thereof, are located more than 1,000 feet from the public park, the Commission may nonetheless require compliance with this §4.9.2 within that portion of the subdivision.
8. All such common open spaces must be owned and maintained as required in the Zoning Ordinance.

§4.10. Utilities

Utilities shall conform to City Specifications as provided in Appendix B and as otherwise specified by the Public Works Director.

- 4.10.1. All developments within 1,320 ft of existing public utility system boundaries, as measured from the nearest boundary line of the development, shall connect to such utilities. All developments within the city limits shall be connected to the public sewer system, regardless of density or land use, when located within 1,320 ft of the sewer system boundary.
- 4.10.2. All subdivision shall be provided with sanitary sewerage systems as approved by the Subdivision

Official and the Health Department. On-site systems shall not be used where lots are less than 15,000 sf in area.

4.10.3. All subdivisions shall be provided with water distribution systems as approved by the Subdivision Official and County Health Department.

4.10.4. Fire hydrants shall be provided as follows:

1. Single-family dwellings shall not be located further than 400 ft from a fire hydrant.
2. Non-residential lots shall be located no further than 250 ft from a fire hydrant.
3. In no case shall fire hydrants be spaced greater than 500 ft.

Fire hydrant requirements may be adjusted by the Commission based upon a recommendation by the Fire Marshal.

4.10.5. When gas mains are connected to the local gas distribution system, the lines shall be installed in such a manner as to adequately serve all lots within the subdivision. The gas lines shall be constructed in conformance with provider specifications.

4.10.6. Above-ground and underground utilities.

1. Underground utilities are required in all multi-family and high-density residential developments (includes subdivision in which the lot width is less than sixty (60) ft or lot area is 6,000 sf or less) and mixed-use development.
2. For all other development types, above-ground utilities shall be permitted and shall be installed in alleys or rear lot easements in so far as practicable. Above-ground utilities shall only be permitted to cross streets as necessary to connect from one block to the next.

4.10.7. Utility appurtenances where required, such as transformer installations, sewage pumping stations, water tanks, pressure regulating stations, and other similar facilities shall be located and installed as approved by the Public Works Director.

§4.11. Dedications

4.11.1. The rights-of-way for existing and new streets, including that part of major streets shown in the Comprehensive Plan or Major Thoroughfare Plan, which is embraced within the subdivision, and the rights-of-way for public alleys shall be platted to the minimum widths called for by these regulations and dedicated for public use.

4.11.2. The rights-of-way for existing and for new major streets shown in the Comprehensive Plan or Major Thoroughfare Plan which are embraced in whole or in part by the subdivision shall, to the extent of that part which is embraced by the subdivision, be platted to the minimum widths called for by these regulations or by the Comprehensive Plan or Major Thoroughfare Plan, and dedicated.

§4.12. Mailboxes

4.12.1. Applicable Districts

1. All residential districts with residential components when developed with residential units
2. Non-residential districts and interior building cluster mailboxes are exempt from the design and location standards of this section
3. Procedural standards are applicable to all cluster mailbox installations.

4.12.2. Procedural Standards

1. Prior to the submission of the preliminary plat, approval of the United States Postal Service (USPS) must be obtained and attached to the plat.
2. Where a final plat is recorded with a performance bond, the surety shall cover the cluster mailbox and/or kiosk and the installation shall occur prior to any certificate of occupancy being issued for a residential structure shown on the plat.
3. Cluster mailboxes and/or kiosk shall be installed prior to the issuance of a Certificate of Occupancy for any residential structure that will be served by a cluster mailbox and/or kiosk.
4. The cost of installation, including but not limited to box units, architectural elements, landscaping, concrete pad and concrete/masonry or sidewalk access shall be borne by the developer.
5. Maintenance of the cluster mailbox and/or kiosk, landscaping, trash can and surrounding areas shall be borne by the home owners association (HOA) of the development/subdivision. Where no HOA exists, maintenance and associated cost shall be the responsibility of the home owners served by the cluster mailbox and/or kiosk. Neither the USPS or the City of Headland shall be responsible for the maintenance or repair of the cluster mailbox and/or kiosk.
6. Cluster mailboxes and/or kiosks shall be exempt from the setback requirements of the zoning district. However, all structures shall require a separate building permit and must meet or exceed all applicable building codes.

4.12.3. Design Standards

1. All cluster mailboxes shall be incorporated into a cluster mailbox kiosk unless the cluster mailboxes are located interior to a building or as may be approved by the city building inspector and the city engineer.
2. Cluster mailbox kiosks shall be compatible with other streetscape elements and be architecturally enhanced with building materials and details typical of the architectural style of the development/subdivision.
 - a. Cluster mailbox kiosks shall be located away from any location where, by reason of the position, shape or color, it may interfere with or obstruct the view of or be confused with any authorized traffic control device,
 - b. Must provide a four-foot wide impervious surface parallel to the kiosk and a roof overhang for a weather free standing location wherever the individual mailboxes are to be accessed.
 - c. Must provide landscaping consistent with landscape theme of the development/subdivision.
 - d. Must provide a trash receptacle at each cluster mailbox location.
 - e. Must provide adequate lighting.
 - f. Cluster mailbox kiosks shall have a base of a width not less than the width of the cluster mailbox structure itself.
 - g. Cluster mailbox kiosks shall provide access that is compliant with the Americans with Disability Act (ADA).
 - h. Cluster mailbox kiosks shall provide a paved area with ingress/egress to meet the requirements allowing vehicles to pull off, park, and re-enter the roadway safely while retrieving mail.
 - i. Cluster mailbox kiosks shall be located in areas that will best allow for vehicle parking. Parking layout is to be designed in a manner so as not to create pedestrian safety or vehicle safety issues as determined by the city engineer.
 - j. Minimum required parking shall be as follows:

Number of Mailboxes	Parking Spaces Required
0-20	2
21-60	3
61-80	4
81-100	5

101 or more	5 plus 1 per additional 50 mailboxes over 100
-------------	-----------------------------------------------

3. Access drives and parking area shall be constructed to road standards set forth in the subdivision regulations or as approved by the city engineer.

4.12.4. Location Standards

1. The location of the cluster mailboxes and/or kiosk is to be approved by the USPS and the planning commission.
2. The cluster mailboxes and/or kiosks shall not be allowed to be located within the public right of way.
3. Cluster mailboxes and/or kiosks shall be placed so as to not adversely affect the privacy of residents.
4. Cluster mailboxes and/or kiosks shall not be installed within a cul-de-sac bulb.
5. Cluster mailboxes and/or kiosks shall be located away from the intersection of any street and in no case closer than 75 feet measured from the street centerline in order to prevent obstruction of free and clear vision.
6. Cluster mailboxes and/or kiosks shall be centrally located, offering easy pedestrian access to all residents. Whenever feasible, the mailboxes and/or kiosks should be located within an amenity center, if one is proposed for the development/subdivision.
7. They shall be located in areas that will best allow for vehicle parking or stacking without creating pedestrian or vehicle safety issues as determined by the city planning commission and the city engineer.
8. No driveway or street access shall be constructed within five feet of a cluster mailbox and/or kiosk and vice versa.

4.13. Streetlights

1. All residential developments within the City Limits of Headland are required to incorporate streetlights according to the provisions set forth in Ordinance 4-2018-1. A streetlight plan must be approved by The Planning Department and proof of payment must be provided to the Planning Department before the Final Plat can be presented for approval.

Article 5 IMPROVEMENTS**§5.1. General Requirements**

Streets, utilities, and other improvements shall be installed in each subdivision in accordance with the standards and requirements specified, or referred to, herein. Improvements required by these Regulations shall be made in accordance with the specifications of the City and other appropriate authorities as determined by the Subdivision Official.

- 5.1.1. It shall be the responsibility of the subdivider to have a complete set of construction plans prepared by a Registered Engineer. A set of such plans on mylar-sepia, shall be furnished to the Subdivision Official. Such plans shall include profiles, cross-sections, specifications, and other supporting data for the hereinafter required public improvements. No construction activity of any kind, including grading, installation of improvements, and buildings, shall begin on any land subject to these Regulations without prior approval of the Preliminary Plat by the Commission and issuance of all required Building and Engineering Permits.
- 5.1.2. All improvements required under these Regulations shall be constructed in accordance with City Specifications and under the supervision of the Subdivision Official or other duly authorized agent appointed by the City Council. Agreement shall be reached between the subdivider and the Subdivision Official in providing for the inspection of the various public improvements as they are being constructed.
- 5.1.3. Upon completion but before acceptance of the streets and easements by the City Council, an as-built set of plans shall be supplied to the Subdivision Official. These plans shall include the final location and size of all sanitary sewer mains and service laterals; drainage facilities; street paving; water mains and services. Submittal of as-built plans shall include two (2) sets of prints and an electronic copy in CAD format.

§5.2. Street Construction

All streets shall be constructed in accordance with City Specifications and the following provisions:

- 5.2.1. Base material shall be approved by the Subdivision Official in accordance with City Specifications. The Subdivision Official may require testing of any material proposed for use as a base. This testing shall be at the expense of the Applicant or contractors. Also see §5.4 Road and Street Inspection and Testing.

- 5.2.2. Where shoulders are required, they shall be designed in accordance with City Specifications.

§5.3. Traffic Control and Signs

- 5.3.1. Traffic Control and Signs Construction. All necessary signing for construction areas shall be the responsibility of the Applicant. Traffic control devices shall conform to the latest *Manual on Uniform Traffic Control Devices* (MUTCD).
- 5.3.2. Regulatory, Warning and Miscellaneous Signs. The Applicant shall be responsible for the placement of proper signing of new streets or roads. A signing plan shall be submitted to the Subdivision Official for approval. Regulatory and Warning signs shall be in accordance with the MUTCD.
- 5.3.3. Street Signs
 1. All streets shall be designated by name on a metal street sign post with name plates meeting City Specifications. Streets signs shall be purchased by the applicant through the City and installed by the City.
 2. Street signs shall be placed so as to be visible to pedestrian and vehicular traffic.
 3. There shall be a minimum clearance of seven ft between the bottom edge of the lower name plate and grade level at the sign post.
 4. At cross-street intersections, two street signs shall be located diagonally from one another across the intersection. Only one street sign shall be required at a T intersection.

§5.4. Road and Street Inspection and Testing

- 5.4.1. Notification of Work. It shall be the responsibility of the Applicant to give notification to the Subdivision Official, twenty-four (24) hours prior to starting each phase of construction. Furthermore, the Subdivision Official shall be notified the day work is resumed after a delay for any reason. This includes all phases of construction, clearing, grading, drainage, gutters, inlets, base, surfacing and any work that pertains to the street, road or development. Failure to notify as specified may be grounds for nonacceptance.
- 5.4.2. Inspection. The contractor and applicant shall be notified of any unacceptable work found by the Subdivision Official.
- 5.4.3. Testing. Embankment density test shall be as required by the Subdivision Official in accordance with City Specifications. Subgrade and base minimum density testing shall be one test representative per 500 lf of each street or portion

thereof. Core testing shall be required in accordance with City Specifications.

§5.5. Storm Water Drainage and Grading

Storm water facilities shall be designed and constructed in accordance with City Specifications, as provided in the Appendix, and the provisions herein.

- 5.5.1. Storm Water Management. Developments, which produce an increase in the amount of storm water runoff, may be required to construct storm water detention or retention ponds or other approved types of stormwater management devices.
- When required, the Applicant shall submit detailed engineering plans to the Subdivision Official including historical runoff, developed runoff, detention/retention pond details, method of discharge, and other information as required for review. The Applicant shall also include the method of maintenance for any detention or retention pond after the development is completed. The City may also require a hydrologic study as part of the engineering plan.
- 5.5.2. Erosion Control Plan. The Project Engineer shall submit for approval an erosion control plan as a part of the Engineering Plan. This plan shall denote proposed locations for erosion control measures to be used during construction and maintained until such time as all areas have been stabilized. Erosion and sediment control measures shall be installed and inspected prior to work beginning. Such measures shall be maintained throughout the construction of the development and be the responsibility of the developer.
- 5.5.3. All subdivisions shall be provided with adequate storm sewers.
- 5.5.4. All lots shall be graded in accordance with a grading plan approved by the Subdivision Official, which plan shall incorporate the following minimum requirements, except when more stringent requirements are necessary and so specified by the Subdivision Official.
1. No subdivision shall be designed such that any lot sheds channeled surface runoff water on to any other lot, unless such runoff is contained within an easement provided, graded and dedicated for such purpose.
 2. No street pavement shall shed surface runoff water onto any lot, except to a drainage easement.
- 5.5.5. No subdivision or part thereof shall shed storm runoff water, either as surface runoff or an outfall from storm sewerage structures, on to any

adjoining land unless such runoff is contained within an existing drainage easement, ditch, structure or right-of-way. And provided further, that such existing drainage easement, ditch, structure or right-of-way provided outfall to an established drainage channel, as approved by the Subdivision Official.

5.5.6. Open Channels and Ditches.

1. Open channels and ditches shall be designed so as not to create erosion.
2. Well-defined natural drainage ways which are to be left undisturbed may be considered by the Subdivision Official to be utilized without any improvements, provided the drainage easement includes complete drainageway.
3. Where erosion problems arise after completion of construction, the Subdivision Official may require corrective measures be installed before final acceptance of subdivision by the City and release of bond.
4. Ditches shall be in easements.

§5.6. Utilities

Utilities shall be designed, constructed and installed in accordance with City Specifications and as provided herein:

- 5.6.1. Headland generally conforms to the ALDOT standards for accommodating utilities on Highway rights-of-way except as noted herein or in City Specifications, as provided in the Appendix.
- 5.6.2. Water, gas, and sanitary mains, and appurtenances if applicable, will be constructed prior to installation of paving with all mains being extended for service to all lots so that no subsequent cutting of pavement will be required to permit service to all lots.
- 5.6.3. Gas line installation shall be in accordance with provider specifications.
- 5.6.4. Sewer construction shall be per City Specifications as provided in Appendix B and as otherwise specified by the Public Works Director.

Article 6 REQUIRED IMPROVEMENTS; BOND

§6.1. Improvements

Prior to the approval of the Final Plat the subdivider shall have (1) installed or constructed all of the required improvements and executed a maintenance agreement with bond as provided for in this Article or (2) executed an improvement agreement with bond as provided for in this Article.

§6.2. Improvement Bond; Amount

6.2.1. In the event the Commission may consider that the required improvements need not immediately be made by the subdivider, the requirements may be modified by the execution of an improvement and maintenance agreement with the subdivider (Appendix A-9) and bond (Appendix A-8). However, All grubbing, clearing, grading, road base materials, and storm drainage structures shall be completed prior to execution of an improvement agreement.

Such agreement shall be on a form provided by the Commission and shall state that the remaining improvements shall be installed and constructed, and any repairs to improvements previously installed shall be completed by the subdivider, within a specified length of time.

The agreement shall warrant all materials and workmanship on the requirements and shall provide for maintenance of the required improvements for a period of one (1) year after the acceptance of such improvements by the City, provided that for major streets, subdivision entrance streets, or any other streets expected to be utilized by construction traffic for the ongoing development of the subdivision, the period shall be three (3) years after acceptance by the City.

6.2.2. A bond shall be required to insure fulfillment of the agreement and shall be in the form of (1) a certified check, a cashier's check, or an automatically renewable certificate of deposit payable solely to the City of Headland and drawn on or issued by a commercial bank with an office in Henry County, Alabama; (2) an automatically renewable irrevocable letter of credit in favor of the City of Headland, issued by a commercial bank with an office in Henry County, Alabama, in a form approved by the Commission (Appendix A-11); or (3) a commercial bond issued by a surety company authorized to do business in the State of Alabama, with the City of Headland named as beneficiary, in a form approved by the City Attorney. The

subdivider shall not be released from said bond except by a release in writing from the City.

6.2.3. An improvement bond, in whatever form, shall be in an amount at least 150 percent of the estimated cost of the remaining improvements and repairs to improvements previously installed. A schedule of estimated costs for all items to be bonded shall be submitted by a Registered Engineer for review and approval by the Subdivision Official. This schedule shall clearly describe the items, quantities, unit cost and total cost of the remaining improvements and any repairs to improvements previously installed.

§6.3. Maintenance Bond; Amount

6.3.1. In the event the subdivider has constructed all of the required improvements and no improvement agreement is required, the subdivider shall execute a maintenance agreement (Appendix A-10). Such agreement shall be on a form furnished by the Commission and shall warrant all materials and workmanship on the requirements and shall provide for maintenance on the requirements for a period of one (1) year after the acceptance of such improvements by the City, provided that for major streets and subdivision entrance streets, the period shall be three (3) years after acceptance by the City.

6.3.2. A bond shall be required to insure the fulfillment of such agreement and shall be in the form provided by the Commission. Such maintenance bond shall be in an amount of \$5,000 or twenty-five (25) percent of the total cost of all improvements, whichever is greater. A schedule of costs for all items to be bonded shall be submitted by a Registered Engineer for review and approval by the Subdivision Official. This schedule shall clearly describe the items, quantities, unit cost and total cost of the required improvements.

§6.4. Inspection and Maintenance

6.4.1. The Subdivision Official shall regularly inspect construction or maintenance to ensure that improvements are being constructed or repaired in accordance with the approved plans and agreement, and that there are no defects in materials or workmanship.

6.4.2. The developer shall bear the cost of any third-party testing or inspections required by the Subdivision Official. Such testing or inspections shall be performed by a Registered Engineer or by a testing laboratory approved by the City.

6.4.3. The subdivider shall be responsible for correcting any defects found upon inspection.

- 6.4.4. Wherever a surety covers the cost of improvements, the subdivider and the surety company shall be severally and jointly liable for completing or maintaining the improvements according to plans and specifications and for compliance with the applicable agreement.
- 6.4.5. Upon completion of the improvements or maintenance of the improvements, the subdivider shall file with the Commission a statement stipulating the following:
1. That all required improvements or repairs are complete;
 2. That the improvements are in compliance with the minimum standards specified by the City for their construction or maintenance;
 3. That the subdivider knows of no defects from any cause in those improvements; and
 4. That the improvements are free and clear of any encumbrance or lien.

§6.5. Certificate of Occupancy.

Although lots may be sold prior to full completion of all improvements, no Certificate of Occupancy may be issued prior to satisfactory completion of all required public improvements.

§6.6. Dedication, Acceptance of Improvements.

- 6.6.1. The City Council shall only consider acceptance of subdivision improvements one (1) year after seventy-five (75) percent of their completion.
- 6.6.2. In the case of multi-phase subdivisions, the City Council shall not consider acceptance of subdivision improvements until one (1) year after (75) percent of the subdivision improvements, including all phases, has been completed. Only those improvements which have been completed and maintained in proper condition for such one (1) year period shall be considered. All thoroughfares will be tied to each successive phase and not be considered for acceptance until completion of those phases.

Article 7 ADMINISTRATION**§7.1. General Provisions**

These Regulations shall be administered by the Headland Planning Commission. The Subdivision Official shall be the official responsible for such administration.

§7.2. Penalties

As prescribed in Section 33, Title 11, Code of Alabama, 1975, as amended, whoever being the owner or agent of the owner of any land located within a subdivision, transfers or sells or agrees to sell any land by reference to or exhibition of or by other use of a plat of a subdivision, before such plat has been approved by the Commission and recorded in the records of the Office of the Judge of Probate, shall forfeit and pay a penalty of 100 dollars for each lot or parcel so transferred or sold or agreed or negotiated to be sold; and the description of such lot or parcel by metes and bounds in the instrument of transfer or other document used in the process of selling or transferring shall not exempt the transaction from such penalties or from the remedies herein provided. The City may enjoin such transfer or sale or agreement by action for injunction brought in any court of equity jurisdiction or may recover the same penalty by a civil action in any court of competent jurisdiction.

It shall be the duty of the Subdivision Official to enforce the provision of these Regulations, and to bring to the attention of the Commission any violations of, or lack of compliance with, these Regulations.

§7.3. Application Fees

A schedule of application fees for all approvals and public hearings required under this Ordinance shall be established by separate resolution. This fee schedule shall be computed so as to recover all costs incurred by the City in reviewing and processing subdivision-related requests, and shall be revised as necessary by the Council.

After filing an application with the Commission for review, if the applicant, engineer, and/or owner requests withdrawal of the subdivision application at any time before the application is acted on by the Commission, and if said application is withdrawn from consideration before being acted on by the Commission, any subsequent requests by the applicant, engineer, and/or owner for review of the same or similar application will be treated as a new application; therefore, fees apply as if it were a new application; provided, however, that the foregoing

shall not apply to withdrawal requests made by the Commission.

§7.4. Amendments

These regulations may from time to time be amended by the Commission. Such amendments shall be published as provided by law for the publication of ordinances. Before the adoption of any amendment, the Commission shall hold at least one public hearing thereon, notice of time and place of which shall be given by publication in a newspaper of general circulation in the City. The adoption of any such amendment shall be by resolution of the Commission carried by the affirmative votes of not less than six (6) members of the Commission. An attested copy of the amendment shall be certified to the City Council and to the Probate Judge.

§7.5. Requirements Held Minimum

In their interpretation and application, the provisions of these regulations shall be held to be minimum requirements for the promotion of the public health, safety, and general welfare. More stringent provisions may be required if it is demonstrated that different standards are necessary to promote the public health, safety, and welfare.

§7.6. Planned Developments

For a subdivision in a Planned Development District as prescribed in the City Zoning Ordinance, the development as authorized under such provisions shall be subject to all conditions imposed by the approved Development Plan, and shall be excepted from provisions of these regulations only to the extent specified therein.

§7.7. Variances

In cases where the strict application of any of these regulations would result in peculiar and practical difficulties or exceptional and undue hardship, the Commission may modify the application of the regulations to relieve such difficulty or hardship. The difficulty or hardship must be inherent in the exceptional topographic or other extraordinary or exceptional characteristics of the property proposed to be subdivided and shall not be the result of actions of the subdivider. No modification shall be made that will produce a conflict with the Comprehensive Plan or with the intent and purposes of these regulations, and any modification shall be the minimum modification necessary to make possible the reasonable subdivision of the land.

Applications for any variance shall be submitted in writing by the developer at the time the preliminary plat is filed for consideration by the Commission. The application shall state in full the grounds upon which the variance is being requested and present the facts upon which the petitioner is relying; and shall be supplemented with such maps, plans, and other data, which may assist the Commission in consideration of the request.

No variance shall be granted unless the Commission shall find that due to special circumstances or conditions, the strict application of these regulations would deprive the applicant of reasonable use of the land. Approval of such variance shall require a two-thirds (2/3) vote of the regular membership of the Commission.

§7.8. Conflicting Provisions

These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule, regulation, statute, or other provision of law. Whenever any provision of these regulations imposes restrictions different from those imposed by any other provision or law, whichever provisions are the more restrictive or impose higher standards shall prevail.

§7.9. Severability

The requirements and provision of these regulations are severable. Should any provision, section, or article be held by a court of competent jurisdiction to be invalid or unconstitutional, the decision of such court shall not affect the validity of these regulations as a whole or any part or section thereof other than the part or section so declared to be unconstitutional or invalid.

§7.10. Effective Date and Repeal

These regulations shall take effect upon their adoption and publication as required by law. Upon adoption of these regulations according to law, all Subdivision Regulations of the City of Headland, Alabama, adopted previously and as amended, are hereby repealed to the extent necessary to give these regulations full force and effect.

ADOPTED THIS ___ DAY OF _____, 2010

HEADLAND PLANNING COMMISSION

_____, Chairman

ATTEST: _____, Secretary

City of Headland
Subdivision Regulations

APPENDIX

Appendix A: Certificates and Agreements

APPENDIX A-1 CERTIFICATE OF SURVEY

STATE OF ALABAMA
HENRY COUNTY

The Undersigned (name) _____, Registered Land Surveyor, State of Alabama, and
(name) _____, owner(s) hereby certify that this plat or map was made pursuant to a survey
made by said surveyor and this said survey and this plat or map were made at the instance of said owner; that this plat
or map is a true and correct map, prepared in accordance with the *Minimum Technical Standards for Land Surveying
in the State of Alabama*, latest edition, as published by the Alabama Society of Professional Land Surveyors, of lands
shown therein and known as (Name of subdivision or resurvey) _____ showing the
subdivisions into which it is proposed to divide said lands, giving the length and bearings of the boundaries of each lot
and its number, showing the streets, alleys and public grounds; giving the bearings, length, width and name of each
street, as well as the number of each lot and block, and showing the relation of the lands to the government survey (or,
if the plat is a resurvey of an existing recorded subdivision, "showing the relation of the lands to the survey of (Name of
subdivision) _____ as recorded in the office of County Probate Judge in map
book (Map Book No.) _____, page (Page No.) _____"); and that iron pins have been installed at all lot corners
and curve points as shown and designated by small open circles on said plat or map. Said owner also certifies that he
(she, they, it) is the owner of said lands and that the same are not subject to any mortgage, except a mortgage or
mortgages held by the following mortgagee(s):

(Name) _____

Dated _____ 20__.

Surveyor

Owner

Mortgagee(s)

APPENDIX A-2 NOTARY ACKNOWLEDGMENT

STATE OF ALABAMA
HENRY COUNTY

I, (Name) _____, as Notary Public in and for said County and State, do hereby certify that (Name of Surveyor) _____, whose name is signed to the foregoing certificate as a surveyor, and (Name of owner) _____ whose name is signed to the same as owner (and (Name of mortgagee) _____, whose name is signed to the same as mortgagee), all of whom are known to me, acknowledged before me, on this date, that after having been duly informed of the contents of said certificates, the executed same voluntarily as such individuals (or in any other capacities) with full authority thereof.

Given under my hand and seal this ____ day of _____, 20__.

Notary Public (seal)

APPENDIX A-3 CERTIFICATION BY PROJECT ENGINEER

I, _____, a licensed Professional Engineer in the State of Alabama, license number _____, hereby certify that I have designed the within improvements in conformity with applicable regulations and requirements, including the Headland Subdivision Regulations, City Specifications, and conditions required by the Commission, and with the principles of good engineering practice. I further certify that to the best of my knowledge, the public improvements indicated for this Subdivision have been completed as required (construction of improvements, if not complete at the time of this certification, are guaranteed by a surety approved by the City of Headland).

Dated _____ 20__.

Project Engineer

APPENDIX A-4 CERTIFICATE OF APPROVAL BY SUBDIVISION OFFICIAL

Having reviewed this plat and found that the proposed improvements are in conformance with all applicable regulations, including the Headland Subdivision Regulations, City Specifications, and as conditioned by the Headland Planning Commission, I (Name) _____ as Subdivision Official, recommend approval and acceptance by said Commission, this ____ day of _____, 20__.

Subdivision Official

APPENDIX A-5 CERTIFICATE OF APPROVAL BY COMMISSION

Having reviewed this plat, and considered the recommendations of the Subdivision Official, the Planning Commission hereby by majority vote, (accepts the plat for recording by the Probate Judge)(and recommends the City Council accepts the dedications shown thereon), this the ____ day of _____, 20__.

Chairman

APPENDIX A-6

BE IT RESOLVED, by the Headland City Council that the assent of the body be, and the same hereby is, given to the dedication of the streets, alleys, public grounds and other improvements as shown on plat or map of (Title of plat or map) _____, which said plat or map is certified to have been made by (Name of surveyor) _____ as surveyor, at the instance of (Name of owner) _____ as owner, and recommended by the Planning Commission and; said plat or map being further identified by a recital of the approval of the City Council signed by _____, City Clerk, this the ____ day of _____, 20__.

APPENDIX A-7

The undersigned, as authorized by the Henry County E-911 Agency, hereby approves the road names as depicted on the within plat and hereby approves the within plat for the recording of same in the Office of the Probate Judge of Henry County, Alabama, this the day of _____, 20__.

Authorized Signature

APPENDIX A-8:

PERFORMANCE BOND

Bond No. _____

KNOW ALL MEN BY THESE PRESENTS:

That [Subdivider – Address]

as Principal, hereinafter called Subdivider, and (*Surety Company*) of (*City, State*) a corporation duly organized under the laws of the State of (*State*), as Surety, hereinafter called Surety, are held firmly bound unto

the City of Headland, Alabama, 9 Park Street, Headland AL 36345

as Oblige, hereafter called City, in the amount of _____ Dollars and no/100. (\$ _____),

for the payment whereof Subdivider and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, Subdivider has by written agreement dated (*Date*), entered into a contract with City for

- 1) The installation and construction of improvements
- 2) The maintenance of improvements

in accordance with maps and resolutions of the Headland Planning Commission referenced in said agreement, which agreement is by reference made a part hereof, and is hereinafter referred to as the Agreement.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that, if Subdivider shall promptly and faithfully perform said Agreement, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety hereby waives notice of any alteration or extension of time made by the City.

Whenever Subdivider shall be, and declared by the City to be in default under the Agreement, the City having performed City's obligations thereunder, the Surety may promptly remedy the default, or shall promptly

- 1) Complete the Agreement in accordance with its terms and conditions, or
- 2) Obtain a bid or bids for completing the Agreement in accordance with its terms and conditions, and upon determination by Surety of the lowest responsible bidder, or, if the City elects, upon determination by the City and the Surety jointly of the lowest responsible bidder, arrange for a Agreement between such Bidder and City,

and make available as work progresses (even though there should be a default or a succession of defaults under the Agreement or Agreements of completion arranged under this paragraph) sufficient funds to pay the cost of completion less the balance of the Agreement price, but not exceeding, including other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term "balance of the Agreement price", as used in this paragraph, shall mean the total amount payable by City to Subdivider under the Agreement and any amendments thereto, less the amount properly paid by City to Subdivider.

This bond is irrevocable for (*fill in period*) years from the date of issuance, however, it will be automatically renewed without amendment for successive periods of one (1) year each, unless at least ninety (90) days prior to the initial expiration date or any successive expiration date the issuing surety gives the Headland Planning Commission notice by registered letter to the address above that the issuing surety elects not to have this bond renewed for such additional period.

No right of action shall accrue on this bond to or for the use of any person or corporation other than the City named herein or the successors of the City.

Signed and Sealed this ___day of _____, 20__.

(Developer)

(Witness)

By _____
(As its) (seal)

(Surety company)

(Witness)

By _____, Attorney-in-Fact

APPENDIX A-9: IMPROVEMENT AND MAINTENANCE AGREEMENT

STATE OF ALABAMA
HENRY COUNTY

THIS AGREEMENT entered into and between _____, hereinafter called the Subdivider, and the City of Headland, Alabama, hereinafter called the City, acting by and through the Headland Planning Commission, hereinafter called the Commission.

WITNESSETH

WHEREAS, the Subdivider has submitted to the Commission a final plat of a proposed development to be known as _____, and the Commission has decided in accordance with its Subdivision Regulations that, conditioned upon the agreement and bond of the Subdivider hereinafter set out and provided for, the required improvements need not be installed or constructed prior to approval of said final plat.

NOW, THEREFORE, the Subdivider agrees with the City as hereinafter set forth in paragraphs 1, 2, 3, 4, and 5 hereof.

1. The Subdivider shall construct and install in or with respect to said proposed subdivision all improvements and utilities as defined or described by maps and resolutions of the Commission dated _____, which maps and resolutions are incorporated herein.
2. The Subdivider further warrants all materials and workmanship for a period of one (1) year from the date such improvements and utilities are accepted by the City and shall maintain such improvements during the warranty period, except for major streets, subdivision entrance streets, or any other streets to be utilized by construction traffic for the further development of the subdivision, which are warranted for three (3) years.
3. In the event the Subdivider shall fail in whole or in part to complete within said time (or such additional time, if any, as may be granted) the construction and installation provided for by paragraph 1 above, or to maintain the improvements as provided in paragraph 2 above, the City shall have the right at the cost and expense of the Subdivider to complete the same or cause the same to be completed, and the Subdivider hereby grants unto the City all rights necessary or appropriate to enable the City so to do.
4. In consideration of the premises and of the foregoing agreement of the Subdivider and of the furnishing of proper bond in accordance with these Regulations to secure the faithful performance of this agreement and the actual construction and installation of the aforesaid improvements and utilities within the time specified, and the maintenance of said improvements, the Commission agrees that it will not require installation or construction of the aforesaid improvements and utilities prior to approval of said plat, but that in lieu of the completion of such improvements and utilities prior to approval of said final plat it will accept the aforesaid agreement of the Subdivider and the aforesaid bond of the Subdivider.
5. The consideration for this agreement by the Subdivider is to induce the Commission to grant final approval of said subdivision or plat prior to the completion of the work above described. The Subdivider further recognizes that said consideration is full, complete, and sufficient as stated and further said Subdivider recognizes the authority of said Commission to enter into and execute this agreement on its behalf and on behalf of the City, and further recognizes the authority of said Commission to require the improvements and work as provided in this agreement.

Executed this ___ day of _____.

Subdivider:

By _____
as its

Headland Planning Commission:

By _____
as its Chairman

APPENDIX A-10:

MAINTENANCE AGREEMENT

STATE OF ALABAMA
HENRY COUNTY

THIS AGREEMENT entered into and between _____, hereinafter called the Subdivider, and the City of Headland, Alabama, hereinafter called the City, acting by and through the Headland Planning Commission, hereinafter called the Commission.

WITNESSETH

WHEREAS, the Subdivider has submitted to the Commission a final plat of a proposed development to be known as _____, and the Commission has decided in accordance with its Subdivision Regulations that, conditioned upon the agreement and bond of the Subdivider hereinafter set out and provided for, the required improvements shall be maintained by the Subdivider for the period as set out herein.

NOW, THEREFORE, the Subdivider agrees with the City as hereinafter set forth in paragraphs 1, 2, 3, 4, and 5 hereof.

1. The Subdivider has constructed or installed in or with respect to said proposed subdivision all improvements and utilities as defined or described by maps and resolutions of the Commission dated _____, which maps and resolutions are incorporated herein.
2. The Subdivider further warrants all materials and workmanship for a period of one (1) year from the date such improvements and utilities are accepted by the City and shall maintain such improvements during the warranty period, except for major streets, subdivision entrance streets, or any other streets to be utilized by construction traffic for the further development of the subdivision, which are warranted for three (3) years.
3. In the event the Subdivider shall fail to maintain the improvements as provided in paragraph 2 above, the City shall have the right at the cost and expense of the Subdivider to complete the same or cause the same to be completed, and the Subdivider hereby grants unto the City all rights necessary or appropriate to enable the City so to do.
4. In consideration of the premises and of the foregoing agreement of the Subdivider and of the furnishing of proper bond in accordance with these Regulations to secure the maintenance of said improvements, the Commission agrees that it will accept the aforesaid agreement of the Subdivider and the aforesaid bond of the Subdivider.
5. The consideration for this agreement by the Subdivider is to induce the Commission to grant final approval of said subdivision or plat prior to the completion of the work above described. The Subdivider further recognizes that said consideration is full, complete, and sufficient as stated and further said Subdivider recognizes the authority of said Commission to enter into and execute this agreement on its behalf and on behalf of the City, and further recognizes the authority of said Commission to require the improvements and work as provided in this agreement.

Executed this ___ day of _____.

Subdivider:

By _____
as its

Headland Planning Commission:

By _____
as its Chairman

APPENDIX A-11: LETTER OF CREDIT

[on bank letterhead]

[date]

City of Headland, Alabama
9 Park Street
Headland AL 36345

Letter of Credit # _____

IRREVOCABLE STAND-BY LETTER OF CREDIT

Gentlemen:

We hereby establish our Irrevocable Stand-by Letter of Credit # _____ in your favor for the account of (Subdivider), up to the aggregate of U.S. \$ _____ (_____ and no/100 U.S. Dollars). This Letter of Credit is available by your drafts at sight for up to the aforementioned amount if drawn and presented with a "Certificate of Default" stating that [subdivider] has failed to perform on its agreement to your expectations. Each draft drawn hereunder must be marked "Drawn under (bank name) Letter of Credit # _____," referencing the number of this credit.

This Letter of Credit expires on (expiration date). It shall be automatically renewed for additional one-year periods beginning on the first day of (expiration month and year) and the same day of each succeeding year. This Letter of Credit will not be automatically renewed if we send the City of Headland notice of our intention not to renew by certified mail at the address shown above at least 90 days prior to the beginning of any renewal period. All drafts drawn under and in compliance with the terms of this Letter of Credit shall be duly honored if presented and delivered with the documents set forth above to us no later than the expiration date.

[bank name]

by _____
as its

Appendix B: City Specifications

Public Works and Engineering Standards

1. Road Shoulders

Shoulder shall be a minimum width of 6 ft from the back of the curb line with a rise of not less than 8" or more than 15" from the flow line of the gutter. In very low density residential subdivisions and entrance roads with a projected average weekday traffic volume less than 400, the minimum shoulder width shall be 4 ft. Shoulder widths on roads without curbs and/or gutters shall be in accordance with AASHTO standards, but not less than 6 ft, except as provided for very subdivisions of low traffic volume.

2. Dead End Streets and Cul-de-sacs

- 2.1 Circles shall terminate with a property line radius of not less than 50 ft and an outside gutter radius of not less than 35 ft. Circles to accommodate school buses or other large vehicles may be required and shall terminate with a property line radius of not less than 66 ft and outside gutter radius of not less than 50 ft. To reduce increases in stormwater runoff, a planted circle should be installed with a mountable curb and low maintenance plants at the center of the cul-de-sac. The circle shall be dimensioned to accommodate a 20 ft wide driving surface at the front of the cul-de-sac and a 25 ft wide driving surface at the back. See Figure 1.
- 2.2 For streets with a pavement width of 28 ft or greater, hammerhead "L" and "T" turnarounds shall be designed in accordance with Figure 2 and Figure 3 respectively. For streets less than 28 ft wide, hammerhead turnarounds shall be designed in accordance with Figure 4.
- 2.3 Grades for culs-de-sac shall be less than 5% for the last 100 ft of paving

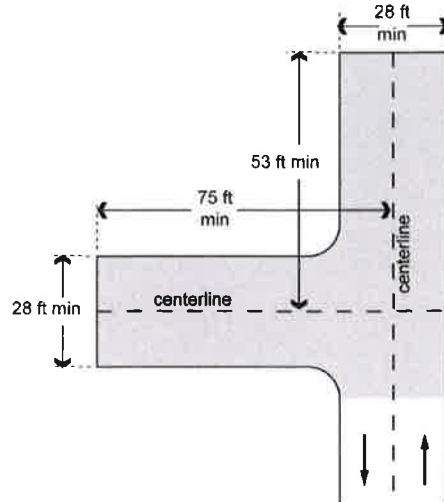


Figure 2 Hammerhead "L" turnaround

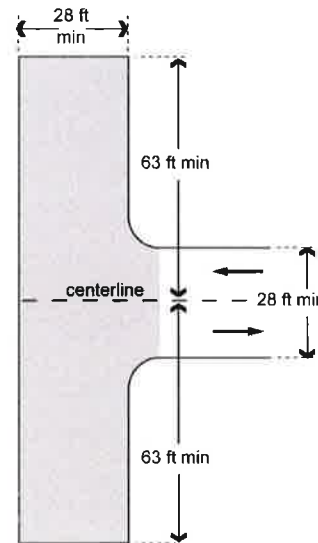


Figure 3 Hammerhead "T" turnaround

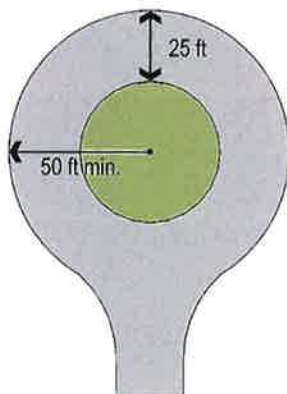


Figure 1 Cul-de-sac with Planting Circle

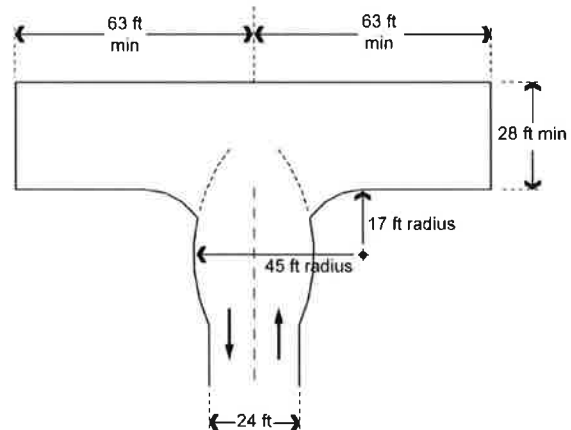


Figure 4 Hammerhead "T" turnaround

3. Intersection Curb Radius

- 3.1 Larger radii shall be required along streets with higher design speeds and at intersections where frequent turns by large vehicles are expected. On local streets, the smallest curb radius should be used to slow vehicular turning movements (while still accommodating turning movements by emergency vehicles) and provide short crossing distances for pedestrians.
- 3.2 For streets with parallel on-street parking, curb radii at intersections shall be consistent with the lower values in the "Curb Radius" column in Table 1. In the absence of on-street parking, the higher number shall govern. For streets with angled parking, the lesser number may be further reduced by the Subdivision Official.

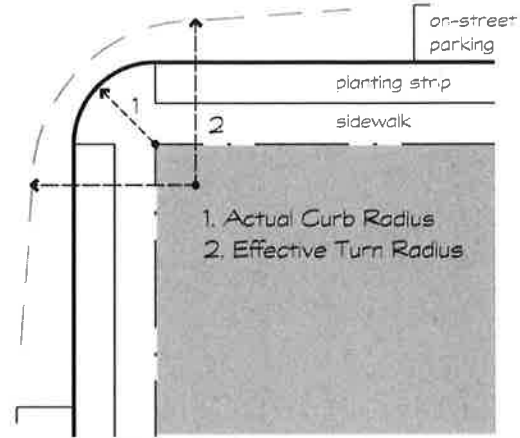


Figure 5 Effective curb radius

Street Type	On-street Parking	Curb Radius	Effective Turning Radius
Low Density Residential Local	no	20-24 ft	
Low Density Residential Collector	no	20-24 ft	
Medium Density Residential Local	yes	15-18 ft	22-25 ft
Medium Density Residential Collector	yes	18-21 ft	25-28 ft
High-density Residential, Neighborhood Mixed-Use Local	yes	15-18 ft	22-26 ft
High-density Residential, Neighborhood Mixed-Use Collector	yes	18-21 ft	25-29 ft
General Mixed-Use Local	yes	12-15 ft	20-23 ft
Core Mixed-Use Collector	yes	15-18 ft	22-26 ft
Frontage Road	yes	18-21 ft	25-29 ft

4. Driveways

- 4.1 The width of driveways, measured at the nearest points of the radius returns, shall conform to the standards in Table 2 and the following standards.
- 4.2 Driveways to non-residential uses may exceed the maximum width, provided that it is determined by the Subdivision Official that the need to provide safer turning movements and/or the number of trips generated for truck traffic to or from the property will justify the need for additional driveway widths and/or lanes.
- 4.3 Driveways, in which ingress and egress lanes are separated by a raised median, may exceed the maximum two-way width, provided that the individual ingress or egress lane will not exceed the width limits for one-way traffic as provided in the Table. Additionally, monuments, landscaping and signage within a driveway median shall conform to all applicable sight distance requirements.
- 4.4 Radius of driveway curve. The radius of curve connecting the edge of the acceleration or deceleration lane or through-traffic lane to the edge of the driveway shall meet the requirements of Table 2.
- 4.5 Pavement Markings, Signage. Driveways with more than one ingress or egress lane shall have the pavement surfaced marked in accordance with the requirements of the Manual on Uniform Traffic Control Devices, latest revision. The pavement markings and signage shall be continually maintained by the owner in good condition and visible to drivers at all times.

Table 2 Driveway Standards	
Driveway Width	
Use	Width
Residential (to individual dwellings)	12-15 ft
Non-residential and Mixed-Uses	
One-Way Traffic	15-25 ft
Two-Way Traffic	24-36 ft
Driveway Radius	
Use	Radius of Curve ¹
Residential Street ²	5-15 ft
Residential Alley	10 ft
Non-Residential and Mixed-Uses	
Arterial	25-40 ft
Collector	20-25 ft
Local	10-20 ft
Alley	10-15 ft
¹ The larger dimensions are appropriate on streets of higher classification/high design speed, in cases of limited sight distance and for driveways providing frequent access for commercial or industrial vehicles. Otherwise, driveway radius should be within the lower range. ² A driveway flare may be used instead of a curve.	

5. Paving

A permanent type paving shall be applied to all streets. Pavement design shall be subject to approval by the Subdivision Official in accord with the standards in this Section.

- 5.1 Minimum plant mix requirements for residential streets shall be as follows:
 - 5.1.1 Binder - 140 lbs. per sq. yd.
 - 5.1.2 Seal - 80 lbs. per sq. yd.
- 5.2 Greater thicknesses may be required dependent upon street classification.
- 5.3 Should any problem be encountered with the subgrade, base or binder layers, or should much immediate construction traffic be expected following road construction, the Subdivision Official may require the placement of the seal course of plant mix be delayed for a minimum period of 6 months. Correction of failed areas will be required, before placing seal course after the delay.
- 5.4 Core testing of pavement is required and must be completed by an independent lab approved by city staff. Testing may be done either during paving or

after paving completion. The results of the core testing must be submitted to city staff for review.

- 5.5 Double Bituminous Surface Treatment pavement on an approved base may be approved, where curbs and gutter are not required, for the following cases: 1) Entrance roads into subdivided areas where projected average weekday volumes will not exceed 400 and 2) roads serving very low density subdivisions.
- 5.6 Pavement edges of widened lanes and at connections to existing roadway shall be saw cut.

6. Clearing and Grubbing

All areas that will receive fill material shall be cleared of all vegetation, trees, stumps, large rocks and other objectionable or unsuitable material prior to placing the fill material.

7. Embankment

The Subdivision Official shall determine what material is suitable for embankment. Natural ground area shall be properly compacted prior to placing the embankment. Embankment material shall be placed in uniform lifts of 10" or less and compacted to 95 percent of standard density as determined by AASHTO T-180 method. In place density method per AASHTO T-191 or T-238.

8. Subgrade

Finish grade shall conform to the lines, grades and cross-section as shown on the approved plan unless specific permission is acquired in writing from the Subdivision Official. The subgrade shall be shaped and compacted to 100 percent of standard density as determined by AASHTO T-180 method. In place density method AASHTO T-191 or T-238. Subgrade and embankment shall be place in 10 inch loose lifts and density tested every 500 ft or fraction thereof.

9. Bases

- 9.1 Prior to placing any base material the subgrade shall be prepared and tested. The type material to be used for the base and required thickness shall be stated on the approved plan. Specification which follow describe a rock, stone, or slag base material. In general any base material, approved in the latest issue of the Standard Specifications of the ALDOT shall be acceptable, provided the resulting base/subgrade shall have a strength equal to or greater than that which would be expected from the rock, stone, or slag base. The plans shall include certified design calculations (or attached thereto) by the Project Engineer to confirm that equivalent strength.
- 9.2 Base material consisting of crushed rock, stone particles, or slag shall contain an approved filler of

sand or other fine mineral filler. Required 6 inch base of this material shall be spread without segregation and may be placed and compacted to full depth in one layer. Required base layer greater than 6" shall be placed in approximately equal layers. Compaction shall be placed in approximately equal layers. Compaction shall be by vibratory, steel wheel rollers or other approved rollers to obtain a density of ninety five (95) percent when tested as determined by AASHTO T-180 method. In place density method AASHTO T-191 or T-238.

10. Culverts

- 10.1 A special design drawing will be required for any drainage structure have a required end area of 20 sf or more.
- 10.2 Reinforced concrete drainage structures shall be constructed in accordance with standard drawings and specifications approved by the Public Works Director.
- 10.3 Curb inlets shall be straight curb type.
- 10.4 Reinforced concrete pipe and arch pipe class and installation shall be in accordance with current specifications of the ALDOT. Minimum Class shall be III.
- 10.5 Corrugated metal pipe and arch pipe culverts shall be fully coated with a polymeric coating. Gauge, corrugations and installation shall be in accordance with current specifications of the ALDOT. Minimum gauge shall be 14.
- 10.6 All storm drain pipe shall be a minimum of 18". Design notes for strength requirements shall be submitted.

11. Open Channels and Ditches

- 11.1 The minimum flow line slope for paved ditches shall be 0.33 percent and shall be 1 percent for unpaved ditches.
- 11.2 Where drainage areas are being constructed or natural drainageways are disturbed, concrete lined ditches or other erosion measures designed by the Project Engineer(s) and approved by the Subdivision Official shall be provided.
- 11.3 All open channels that are a part of the overall drainage system shall be concrete lined, or as otherwise approved by the Subdivision Official.
- 11.4 All open ditches have a minimum 4 ft flat bottom and maximum side slopes of 3:1.

12. Headwalls

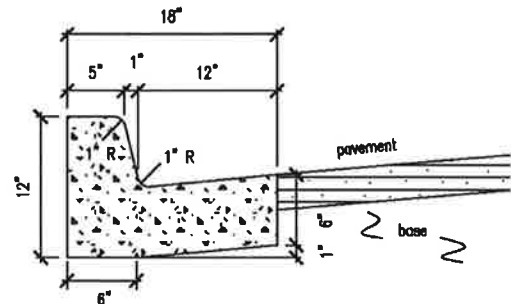
- 12.1 Headwall with wing walls and end walls shall be installed on pipe culverts. Headwalls for precast

concrete or brick masonry construction shall be approved by the Subdivision Official. Flared end sections may be approved.

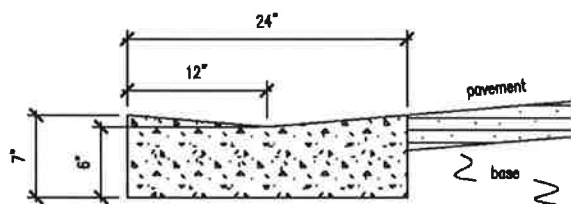
- 12.2 Headwalls for pipe sizes larger than 48" shall be shown on the approved plans.
- 12.3 Headwalls for multi-line installation shall be shown on the approved plans.

13. Curb and Gutter, Valley Gutter and Sidewalks

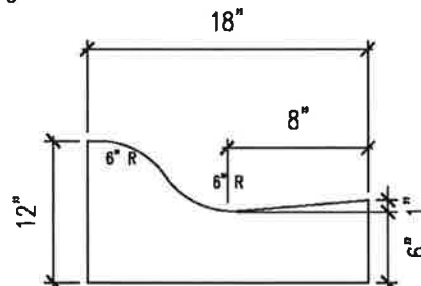
- 13.1 Portland cement concrete shall be used and have a compressive strength of 3000 PSI at 28 days.
- 13.2 Combination curb and gutter, valley gutter and sidewalks shall be constructed of Portland cement concrete. Installation shall be on a prepared subgrade and conform to the cross-section shown on the plans.
- 13.3 Rolled or rollover curb may be accepted upon request as a substitute for vertical curb and gutter.



Vertical curb and gutter



Valley gutter



Rolled or rollover curb and gutter

- 13.4 The surface finish of the concrete shall have a light broomed or burlap drag texture. The edges shall be smoothed with a radius type tool.
- 13.5 Transverse contraction joints shall be constructed at intervals not exceeding 20 ft in combination curb and gutter and valley gutter. Joint depth shall be no less than 1/5 of the cross-section of concrete. Sawed contraction joints shall be done early after the concrete has set to prevent the formation of uncontrolled cracking.
- 13.6 Expansion joints shall be constructed at immovable structures and at points of curvature for short radius curves. Filler material for expansion joints shall be approved by the Public Works Director.
- 13.7 Construction joints may be either expansion or butt-type joints.
- 13.8 No combination curb and gutter, valley gutter or sidewalk shall be placed on frozen or soft earth or when other unsuitable conditions exist.
- 13.9 In the design for street drainage, curb and gutter type shall be as required in Article 4. Combination curb and gutter shall be used where negative grade entering or within a circle exceeds 2 percent.
- 13.10 Design drawings for medians shall be submitted to the Subdivision Official for approval.

14. Inlets

Inlet design for installation on 18 - 42 inch pipe shall be approved by the Subdivision Official. Depth for this type inlet shall not exceed 6 ft from invert of inlet to the top of pipe. Inlets for pipes 42" and larger shall be specially designed and approved by the Subdivision Official.

15. Storm Water Drainage and Grading

- 15.1 Rational method is not allowed for computation for drainage areas greater than 100 acres.
- 15.2 Backwater calculations shall be provided for 25 year storm.
- 15.3 Outfalls shall only be to established drainage channels.
- 15.4 Drainage Area, Q, V, and C shall be shown on all pipes for 25 year design storm (design storm noted).
- 15.5 Gutter calculations shall be provided (1/2 driving lane maximum spread on 10-year storm per lane).
- 15.6 Drainage Easements:
- 15.6.1 The finished slope along the bottom centerline of any lot drainage easement shall not be less than 1 percent.
- 15.6.2 The side slopes of any lot drainage easement shall not be greater than 4 horizontal:1 vertical.
- 15.7 Storm Pipe Specifications.
- 15.7.1 All storm pipe shall be reinforced concrete pipe.
- 15.8 Detention Basins:
- 15.8.1 Detention and full detention calculations provided for 2, 10, and 25 year design storms, with 100 year overflow capacity.
- 15.8.2 Anti-seep collar with stone bedding in pond outlet pipe shall be provided.
- 15.8.3 Outlet protection shall be provided.
- 15.8.4 Appropriately sized rip rap and/or energy dissipater shall be provided.

16. Erosion Control

All developments within the subdivision jurisdiction shall comply with ADEM Administrative Code 335-6-12 - NPDES Construction, Noncoal/nonmetallic and dry processing less than five acres, other land disturbance activities, and areas associated with these activities. In addition, all practices shall comply with the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management on Construction Sites and Urban Areas, Alabama Soil and Water Conservation Committee.

A Notice of Registration (NOR) shall be filed to apply for coverage under ADEM Administrative Code 335-6-12 with the ADEM at least thirty (30) days prior to initiating land disturbing activities. Grading operations shall be undertaken only after the Registration has been received and approved by the ADEM. All construction activities shall be prosecuted in accordance with the Contractor's approved Construction Best Management Practices Plan (CBMPP) and the rules of the various authorities having jurisdiction. The Contractor shall comply with the ADEM regulation for construction practices, and conducting tests, inspections and other activities required by law to prevent pollution of the waters of the state.

The Contractor shall by his administrative and construction practices maintain the Registration in effect until any discharges authorized by this Registration have permanently ceased and stabilization of all disturbed areas is complete. At that time the Contractor shall file a Notice of Termination (NOT) for the Registration with the ADEM.

Two (2) copies of the NOR, the CBMPP, the NOT and all other documents and correspondence submitted to or received from the regulating agencies shall be submitted to the City. In addition, the names and qualifications of Contractor personnel assigned to inspect implementation and effectiveness of the CBMPP.

17. Utilities**17.1 General Requirements:**

- 17.1.1 All water and sewer appurtenances and construction procedures shall meet American Water Works Association (AWWA) and American National Standards Institute (ANSI) standards.
- 17.1.2 Any work may be halted at any time by water or sewer personnel to identify and resolve discrepancies between approved plans and standards and the work as being performed.
- 17.1.3 Location and Trench Backfill. Utilities shall generally be located a minimum of 6 ft from the edge of existing or proposed paving. In areas where location less than the minimum is approved incompressible backfill material (sand, slag, crushed stone, or gravel) will be required, including all pavement cuts.
- 17.1.4 Backfill for utilities crossing a proposed roadway section shall conform to the ALDOT Standard Specifications for Highways and Bridges in force at the time of installation.
- 17.1.5 Incompressible backfill material may be used to backfill such open trenches in lieu of compacted backfill material. The material used shall be of a type approved by the Public Works Director for this purpose.
- 17.1.6 All open cuts, under existing or planned paving shall be backfilled with compacted stone. The stone used must be of a type approved by the Public Works Director for the purpose.
- 17.1.7 Case and Uncased construction. All PVC pipe used for water lines shall be encased as required herein or as approved by the Public Works Director.
- 17.1.8 Water services shall be located on the opposite side of street from any underground electrical utilities.

17.2 Sanitary Sewer

- 17.2.1 Design flows shall be based on 100 gpcd * 3.0 peak factor.
- 17.2.2 Sewer laterals shall be min. 4" ductile iron pipe (DIP) class 51 or SCH 40 PVC.
- 17.2.3 Sewer main shall be SDR 35 or DIP Class 51.
- 17.2.4 Gravity sewer slope maximum is 12%.
- 17.2.5 Gravity sewer minimum slopes shall meet the Ten States Standards for each particular diameter.

17.2.6 Force mains shall be ductile iron pipe or Class 900 PVC with velocities greater than or equal to 2 ft per second at minimum pump discharge rate

17.2.7 Drop (drop concrete encased) manhole detail shall be provided for any sewer drop greater than 2 ft.

17.2.8 Ductile iron sewer pipe shall be required if cover is less than 3.5 ft or greater than 12 ft.

17.3 Water Mains, Service Lines and Meters, Fire Hydrants and Gate Valves**17.3.1 Water Mains**

1. Water mains shall be C900 (encased or DIP under roadway) or class 200 PVC (outside roadway).
2. Water main smaller than 6" shall be SCH 40 PVC and consist of slip joint rubber gasket couplings.
3. Water mains larger than 6" shall be class 200 PVC or better and consist of slip joint rubber gasket couplings.
4. All water mains shall be of a size to adequately furnish water for homes, businesses and fire protection.
5. All water mains and fire hydrant laterals shall be buried no less than 36".
6. All water mains and fire hydrant laterals no less than 36" when crossing a ditch.
7. Tracer wire shall be buried on top of water mains for electronic location.
8. Water mains shall be separated from sewer lines by 18" min. vertically and 5 ft horizontally.

17.3.2 Water Service Lines and Meters

1. Water service lines shall be Continuous Roll Type 1" K Copper or larger.
2. All water services shall be buried no less than 36" when crossing a ditch.
3. No additional services may be provided or added after street surfacing. Water meters and check valves shall be provided and installed by the City.
4. One 1" service connection shall be provided per lot.
5. Meters shall be set off the right-of-way on customer side of sidewalk.

17.3.3 Fire Hydrants

1. Fire hydrants shall be 3-way type Mueller or American.

2. Hydrants shall be connected to water mains 6" or larger.
3. Hydrants shall have a valve opening or 5-1/4".
4. Hydrants shall have gate valves 6" or larger to isolate hydrants from water main for maintenance.
5. Hydrants/laterals shall be buried no less than 36" when crossing a ditch.
6. Hydrants shall be placed in the planting strip between the curb and sidewalk. In the absence of a planting strip, the location shall be as approved by the Fire Marshal.
7. 3" post hydrant or fire hydrant shall be provided at end of all water lines.

17.3.4 Gate Valves

1. Gate valves shall be Mueller or similar, as approved by the Public Works Director.
2. All gate valves shall be enclosed in a valve box.
3. Gate valves shall be field tested in ground for operational soundness.

18. Miscellaneous

- 18.1 Details shall be provided and signed and sealed for all retaining walls greater than 4 ft.
- 18.2 Storm or utility structures such as manholes, junction boxes, curb inlets, headwalls, etc. shall be concrete construction only.
- 18.3 All elbows, crosses, dire hydrants, valves, dead ends, etc. shall be backed by a concrete 'kicker' according to AWWA standards.

19. Procedures

- 19.1 All finished work shall be pressure tested or performance tested hydrostatically or as otherwise required by the Public Works Director.
- 19.2 All water mains and services shall be disinfected by a .50 ppm chlorine solution for 24 hours or more.
- 19.3 Preliminary plans shall be provided to the Public Works Director for approval prior to construction.
- 19.4 As-built plans shall be provided to the Public Works Director for final acceptance.
- 19.5 No work shall be accepted until one year following construction or as otherwise provided in the Subdivision Regulations.