

City of Headland Subdivision Review Process

Pre-Application – Subdivider or Developer informal meets with the Building Official and/or Planning Commission which will include discussion of rezone if needed

Rezone Request (as needed) – Rezone Plat submitted in pdf format to City Clerk with a \$300 rezone fee 2 weeks prior to the meeting date discussed. Sign advertising rezone must be placed on the property by developer/engineer at least 2 weeks prior to the discussed meeting date. Presented to Planning Commission at their regularly scheduled monthly meeting.

City Council Rezone – will be presented by the Planning Commission following the Rezone Meeting with their recommendation to City Council.

Preliminary Plat – submitted to City Clerk by the 15th of the month of the meeting date discussed along with \$150 Site Review Fee plus \$50 per included parcel fee (per Ordinance 8-2015-1)

An emailed pdf is required for this submission; 2 printed 24 x 36 copies drawn per City of Headland Subdivision Regulations Section 3.3.2 are required for the Planning Commission meeting to be left with the City for their file. A copy must also be filed at this time with the Henry County E911 director for approval of street names.

****County Engineer needs to be notified of any subdivision entries on County Maintained Roads**

City Council Preliminary Plat Review – presented by the Planning Commission to the City Council along with their recommendation for City to accept.

Engineering/Construction Plans – Once Preliminary Plat is approved subdivider shall prepare and submit 4 sets of black or blue line prints of the Engineering Plan to the Building Official drawn per City of Headland Subdivision Regulations Section 3.4.2. Building Official shall notify the subdivider of the approval or disapproval of the Engineering Plan.

Pre-Construction Conference – set by developers Engineer after reviewing Engineering Plan; Construction may begin at this point pending Building Officials discretion. All utility providers, contractors and sub-contractors for the development must be included in this meeting.

***Developer is responsible for contacting the Subdivision Official for inspections and testing during construction.**

Site Review – requested by subdivider once Construction per Engineering Plans is complete. Building Official will schedule with developer.

Punch List - completed by the Building Official following site review. A letter will be sent to the developer stating the findings of the site review with a punch list attached. Before Final Plat can be considered by Planning Commission, construction and punch list items must be complete. Building Official will advise developer upon full completion and compliance.

Final Plat - presented to Planning Commission after Site Review is completed. Must be submitted to City Clerk by email by the 15th of the month of the meeting date discussed in pdf format; 3 printed 24 x 36 copies (drawn per City of Headland Subdivision Regulations Section 3.5) are required for the Planning Commission meeting to be left with the City for their file.

City Council Final Plat Review – presented by the Planning Commission to the City Council along with their recommendation for City to accept. All shape files (shp) or (dwg) files must be submitted to the Henry County E911 director once the final plat is approved so addressing and mapping can take place.

Recording of Final Plat – must be done by subdivider within 60 days of approval from City Council or the final plat is considered null and void. 1 Mylar copy must be filed with the City Clerk showing recording.

SUBDIVISION PACKET

The subdivider or developer is required to consult early and informally with City's Developmental Staff. This conceptual plan review is intended to provide the applicant with the assistance of the Consulting Engineer and City departments to provide an overview of the subdivision process, answer questions, and facilitate the subsequent preparation and approval of the subdivision plat and developmental plan. This allows the subdivider and local officials to discuss the proposed subdivision in an informal setting, and to deal with potential issues and correct design errors or problems during the early stages of the project.

The subdivider shall present a lot layout sketch drawn to scale including the location of the proposed subdivision in relation to the surrounding area; existing features such as railroads, highways, drainage facilities, lakes, woodlands; other significant natural and built features; the general topography of the site; and the proposed pattern of streets, lots, blocks, common areas, and green space. Copies may be distributed to other City departments to obtain comments and suggestions.

Upon completing the pre-application meeting, the applicant may proceed to prepare the subdivision application and preliminary plat. Neither the applicant nor the City shall be bound by the pre-application review; and it is expressly understood that favorable consideration by the City at the pre-application stage of the process shall under no circumstances be construed as preliminary or tentative approval.

The applicant further understands there will be no grading or other site preparation work prior to final approval of the preliminary plat or construction plans as applicable. No grading, tree cutting or other site preparation work shall commence until all required permits (Health Dept., ADEM, etc) have been obtained. The applicant also understands that no lots may be sold or built upon prior to the approval of the final plat.

Project Name

Applicant Printed Name

Applicant Signature

Date

City of Headland, Alabama

Contents:

- Planning Commission Meeting Calendar
- Preliminary Plat Application
- Engineering/ Construction Plan Requirements
- Inspection Requirements/Checklist
- Final Plat Application
- Final Plat Verbiage

Submission Checklist:

Preliminary Plat

- ___ Rezone Request (as needed) Rezone Plat submitted in PDF format to Director of Planning and Development with \$300 Rezone fee at least two (2) weeks prior to meeting date discussed. A sign advertising Rezone must be placed on property by developer/ engineer at least two (2) weeks prior to discussed meeting date. The rezone will be presented to Planning commission and recommendations will be forwarded to the City Council.
- ___ Preliminary Plat must be submitted by the 15th of the month of the meeting date discussed along with \$150 site review fee plus \$50 per included parcel fee (per Ordinance 8-2015-1). An emailed PDF file sent to the Director of Planning and Development is required for submission.
- ___ Four (4) printed 24" x 36" copies drawn per City of Headland Subdivision regulations (Section 3.3.2). Two (2) will be retained by the City of Headland, one (1) must be filed with the Henry County E911 Director at this time for approval of street names, and one (1) copy returned to subdivider.
- ___ County Engineer must be notified of any subdivision entries on Henry County maintained roads.
- ___ Must have nine (9) 11"x17" copies to be dispersed at Planning Commission meeting.
- ___ Must have proof of notification by certified mail of all adjacent property owners at least 5 days prior to Planning Commission meeting.

Engineering/ Construction Plan Requirements

- ___ Four (4) sets black or blue line prints of the Engineering/ Construction plans to the City of Headland Building Official drawn per City of Headland Subdivision Regulations (section 3.4.1).
- ___ Pre-Construction conference shall be set up by the developer's Engineer. All Utility providers, contractors and sub-contractors for the development must be included in this meeting. Construction may begin at this point pending City Building Official and Consulting Engineer's discretion.
- ___ Developer is responsible for contacting City Building Official for all inspections and testing during construction.
- ___ Cluster Mailbox approval from USPS, City Building Official and Consulting Engineer must be obtained.

Final Plat

Prior to Final Plat Submission, the following is required:

- ___ Site Review with walk through thirty (30) days prior to submittal. City Building Official and Consulting Engineer shall schedule when requested by developer.
- ___ Two (2) complete sets of as-built plans submitted to the Director of Planning for dispersal to City Staff.
- ___ Following the site review, a letter will be sent to the developer stating the findings of the site review with a punch list attached. City Building official and Consulting Engineer will advise the developer upon full completion and compliance of punch list. Only after construction, site review and all punch list items are completed can the Final Plat be considered by the Planning Commission.
- ___ Street light plan approval and proof of payment must be submitted.

Once these Requirements have been met:

- ___ PDF format must be submitted to the Director of Planning and Development by email by the 15th of the month of the meeting date to be discussed.
- ___ Three (3) printed 24"x36" copies drawn per City of Headland subdivision regulations (section 3.5) are required for the Planning Commission meeting.
- ___ Nine (9) 11"x17" copies to be dispersed Final Plat approval Planning Commission meeting.

- ___ Maintenance and Improvement Agreement and Bond.
- ___ Declaration stating responsibility of upkeep and repair of parks and open public spaces.
- ___ One (1) copy of protective covenant and / or Homeowners Association (HOA) as recorded.
- ___ City Council will review the recommendations of the Planning Commission and make decision to accept the final plat.
- ___ All shape files (shp) or (dwg) files must be submitted to the Henry County E-911 Director for addressing and mapping.
- ___ Final plat must be recorded with the Henry County Judge of Probate within 60 days of City Council approval or the final plat will be considered null and void.
- ___ One (1) mylar original of the final plat as recorded in the office of the Henry County Judge of Probate to be retained by the City of Headland.

City of Headland, Alabama

PRELIMINARY PLAT APPLICATION

Subdivision name: _____ Date: _____

Address/ Location of Property: _____

(Address must be approved by the E911 Coordinator)

Applicant Name: _____ Phone: _____

Applicant Address: _____

Email: _____

Developer: _____ Phone: _____

Engineer: _____ Phone: _____

Surveyor: _____ Phone: _____

Property Owner: _____ Phone: _____

In accordance with the City of Headland Subdivision regulations, an application for Preliminary Plat Approval shall be submitted to the Planning Commission no later than the 15th of the month prior to the scheduled meeting date along with the following items. However, prior to Planning Commission review, the Preliminary Plat shall be reviewed by the Consulting Engineer and will be referred for review and report to other City departments and appropriate officials.

___ \$ 150 application and review fee plus \$50 per included parcel fee

___ Request sent to the Director of Planning and Development in PDF format by email no later than the 15th of the month of the meeting date discussed.

___ Four (4) printed 24"x36" copies drawn per City of Headland Subdivision regulations (section 3.3.1). Two (2) of these copies are for the city to retain, one (1) copy must be filed at this time with the Henry County E911 Director for approval of street names, and one (1) copy returned to the subdivider.

___ Nine (9) 11"x17" copies for Planning Commission Meeting.

___ Name and address of all adjacent property owners with proof of notification by certified mail.

Preliminary plats shall be considered by the Planning 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 be notified by certified mail of the hearing at least five (5) days prior to such hearing.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Approved By: _____ Date: _____

City of Headland, Alabama

FINAL PLAT APPLICATION

Subdivision name: _____ Date: _____

Address/ Location of Property: _____

(Address must be approved by the E911 Coordinator)

Applicant Name: _____ Phone: _____

Applicant Address: _____

Email: _____

Prior to final plat submission, the following is required:

___ Site review and punch list items completed.

___ As-built plans submitted to Director of Planning and Development.

___ Street light plan approval and proof of payment.

___ Cluster mailbox approval and who is responsible for maintenance, Homeowners or HOA.

In accordance with the City of Headland Subdivision regulations, an application for Final Plat Approval shall be submitted to the Planning Commission no later than the 15th of the month prior to the scheduled meeting date along with the following items.

___ Copy of protective covenants or Homeowners Association (HOA) as recorded.

___ Request sent to the Director of Planning and Development in PDF format by email no later than the 15th of the month of the meeting date discussed.

___ Three (3) printed 24"x36" copies drawn per City of Headland Subdivision regulations (section 3.5). One (1) Mylar original to be retained by the City of Headland after recording.

___ Nine (9) 11"x17" copies for Planning Commission Meeting.

___ Declaration stating responsibility of upkeep and repair of parks and public spaces.

Final plats shall be considered by the Planning Commission at a public hearing. Notice of the time and place at which a Final 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.

Applicant Signature: _____ Date: _____

Owner Signature: _____ Date: _____

Approved By: _____ Date: _____

VERBIAGE TO BE INCLUDED ON FINAL PLAT

Cluster-style mailbox kiosks

The City of Headland shall have no responsibility, liability, or obligation as it relates to the kiosk and associated improvements. The applicable homeowners association, if organized and exists, or if not, the lot owners, jointly and severally, shall have such responsibilities and related obligations.

Detention/Retention Pond(s)/Lake(s) or Green Space (Common Areas)

_____, their successors and assigns, and all lot interest holders and owners of any lot or parcel of property in _____ Subdivision, their heirs, personal representatives, successor and assigns, shall all jointly and severally, have the full and complete responsibility for all matters, including but not limited to; maintenance and repair, concerning the pond(s)/lakes(s), any detention/retention pond(s), and any green space (common areas), whether shown on, associated with, or related to the final plat of _____ Subdivision, along with the full and complete responsibility for any dams and storm drainage structures associated with all pond(s)/lake(s), detention/retention pond(s), and green space (common areas). It is specifically noted that the City of Headland shall have no responsibility, liability, or obligation as to all matters stated above in this paragraph. Further, and without limiting the scope of the preceding sentence, in no way shall any said pond(s)/lake(s), detention/retention pond(s)/lake(s), or green space (common areas) be deemed in part or in whole a City-owned, dedicated, or maintained storm water facility, system, or other improvement. Any storm water drainage easement, piping, or other improvement that the City may accept for maintenance related to this final plat of _____ Subdivision (for example only, the storm water structures and piping related to City-maintained streets), shall not include any pond(s)/lake(s), detention/retention pond(s), or green space (common areas). In consideration of the recommendations of the City's personnel and consulting engineer that this final plat be approved by the planning commission as submitted, and in exchange for other good and valuable consideration the sufficiency of which is acknowledged, _____ and the lot owners/interest holder of any lot or parcel in the subdivision, and all of the aforesaid entities' and individuals' respective heirs, personal representatives, successors and assigns, agree to hold the City of Headland and its employees, offices and consulting engineer harmless related to any claim or contention that the once accepted for maintenance by the City as to any stormwater drainage easement, structure or improvement (which in no event shall be any pond(s)/lake(s), detention/retention pond(s), or green space (common area), that said easement, structure or improvement over-burdens or contributes in any manner to any damage done to any pond(s)/lake(s), detention/retention ponds(s), or green space (common area) whether shown on, associated with, or related to the final plat of _____ Subdivision.



POLICIES & PROCEDURES FOR BUILDING PERMITS AND INSPECTIONS

IT IS THE BUILDER'S RESPONSIBILITY TO KNOW THE ZONING & SET BACK'S OF THE PROPERTY BEFORE STARTING CONSTRUCTION.

ALL BUILDING PERMITS REQUIRE A SITE PLAN AND REQUIRED BUILDING PLANS

PERMIT AND INSPECTION LOG MUST BE POSTED & SECURED IN BOX ON JOB SITE. MAKE SURE PERMIT AND LOG ARE IN PLACE BEFORE CALLING FOR AN INSPECTION.

IF PERMIT OR LOG ARE NOT ON JOBSITE AT TIME OF INSPECTION, THE INSPECTION WILL BE FAILED & A FEE OF \$50 WILL BE PAID BEFORE ANY FURTHER INSPECTIONS WILL BE CONDUCTED.

IF PERMIT IS LOST BUILDER MUST GET A REPLACEMENT (\$10 FEE). A REQUEST FOR A REPLACEMENT CAN BE MADE BY EMAILING permits@headlandalabama.org.

A PORTA JOHN & DUMPSTER MUST BE ON JOBSITE. JOBSITE SHOULD BE KEPT CLEAN & ORDERLY DAILY.

CALLS FOR INSPECTION MUST BE MADE 24 HOURS BEFORE NEEDED. PLEASE SUBMIT THESE REQUEST TO permits@headlandalabama.org. IN THE EVENT OF A FAILED INSPECTION A FEE OF \$50 WILL BE PAID BEFORE THE NEXT INSPECTION.

A COMPLETED INSPECTION CARD MUST BE PRESENTED IN ORDER TO RECEIVE A CERTIFICATE OF OCCUPANCY. CALL FOR CO MUST BE MADE 24 HOURS BEFORE NEEDED. PLEASE SUBMIT THIS REQUEST TO permits@headlandalabama.org.

DEVELOPER/BUILDER MUST NOTIFY HENRY COUNTY ENGINEER WHEN ACCESS ON COUNTY MAINTAINED ROADS IS REQUIRED.

IF CITY OF HEADLAND WATER IS SUPPLIED, A MANUAL CUTOFF MUST BE INSTALLED ON BUILDING SIDE OF METER.

CONTRACTOR: _____ DATE: _____

CITY OF HEADLAND RESIDENTIAL INSPECTION LOG

Contractor Name _____ Permit # _____

Job Address _____ Date Issued _____

Subdivision _____ House _____ Accessory Structure _____

<u>Inspection Type</u>	<u>Pass</u>	<u>Fail</u>	<u>Date</u>	<u>Insp. Initial</u>	<u>Comments</u>
FOOTINGS	_____	_____	_____	_____	_____
P/E BELOW SLAB/ COMPACTION	_____	_____	_____	_____	_____
ROUGH FRAMING	_____	_____	_____	_____	_____
TRUSSES/COMMON FRAME	_____	_____	_____	_____	_____
ROUGH PLUMBING	_____	_____	_____	_____	_____
PLUMBING STACK OUT	_____	_____	_____	_____	_____
ROUGH ELECTRICAL	_____	_____	_____	_____	_____
ROUGH MECHANICAL	_____	_____	_____	_____	_____
BREAKERS AND CONDUCTOR SIZE	_____	_____	_____	_____	_____
SEWER/TEMP POWER	_____	_____	_____	_____	_____
PERM POWER (BY SERVICE PROVIDER)	_____	_____	_____	_____	_____
FINAL P/E/ELEC/MECH	_____	_____	_____	_____	_____
FINAL BUILDING CO	_____	_____	_____	_____	_____

ADDITIONAL COMMENTS:

City of Headland Planning and Development Contact List

334-785-5600

Name	Title	Ext	Direct Phone#	Email Address
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PERMITS/ZONING/INSPECTION REQUESTS

David Riley	Dir. Of Planning and Development	207	334-785-5612	permits@headlandalabama.org
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INSPECTIONS

Wiley McNeal	Building Official			mac.const.dev@gmail.com
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WATER/SEWER/STREETS

Jason Singletary	Public Works Sup.	206	334-785-5606	jasonwws@gmail.com
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E911 ADDRESSES

Chad Sowell	Henry County E911	208	334-785-5608	csowell@henrycountyal.net
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CONTRACTOR/SUB BUSINESS LICENSES

Susan Money	Business Licenses	205	334-785-5605	license@headlandalabama.org
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**City of Headland
Rezone Requests**

Dept. of Planning and Development
334-785-5612
permits@headlandalabama.org

Date Submitted _____

Applicants Name _____

Contact Number _____

Email Address _____

Current Mailing Address _____

Address of Property Requesting to Rezoned _____

Current Zoning _____

Requested Zoning _____

Intended Use _____

Date of Rezone Meeting with Planning Commission _____

Date of Rezone Meeting with Council _____

Sign Needs to be up by _____

\$300 Fee Paid _____

Signature of Applicant

Signature of Zoning Official

City of Headland
Planning Commission
2025 Calendar

Meeting Date	Agenda Deadline*	Notification/Sign Placement Deadline**
January 28 th	January 21 st	January 14 th
February 25 th	February 18 th	February 11 th
March 25 th	March 18 th	March 11 th
April 22 nd	April 15 th	April 8 th
May 27 th	May 20 th	May 13 th
June 24 th	June 17 th	June 10 th
July 22 nd	July 15 th	July 8 th
August 26 th	August 19 th	August 12 th
September 23 rd	September 16 th	September 9 th
October 28 th	October 21 st	October 14 th
November 25 th	November 18 th	November 11 th
December 23 rd	December 16 th	December 9 th

*All meeting related material must be received by this date to be placed on the agenda. Either PDF format or hard copy is acceptable. Please email to permits@headlandalabama.org or deliver to the Director of Planning and Development 25 Grove St. Headland, AL 36345 (334)-785-5612.

**Zoning requests must be processed with the Director Of Planning and Development prior to placement of Rezone Signs and Notifications.