

Developers Handbook:

A Guide to Subdivision Development, Annexation,
Rezoning and Site Plans in the City of Hartselle, Alabama



Department of Development
City of Hartselle, Alabama

5th Edition – January 2009

Introduction



The purpose of this Handbook is to aid citizens and developers in their understanding of the requirements for the subdividing and/or consolidating of tracts of land, development of full scale subdivisions, replating of existing lots, annexation into the corporate city limits of Hartselle and rezoning of property within the city limits.

The Handbook contains applications, fee schedules, definitions and process flowcharts. These items should enable the citizen and developer alike to understand the processes and timeframes for the above mentioned land use actions.

****Please be advised that Hartselle Utilities is a separate entity from the City of Hartselle and may have additional requirements. In order to prevent processing delays, applicants are encouraged to contact Hartselle Utilities directly for information on their policies.***

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Schedule of Fees



Certificates _____ \$50.00

Major Subdivision:

Layout Plan:

2-10 lots _____ \$50.00
 11-25 lots _____ \$75.00
 26-40 lots _____ \$150.00
 41+ lots _____ \$250.00

Engineering Plan:

2-10 lots _____ \$300.00
 11-25 lots _____ \$450.00
 26-40 lots _____ \$600.00
 41+ lots _____ \$750.00

Notification to Adjacent

Property Owners _____ **Varies**

Final Plat:

2-10 lots _____ \$50.00
 11-25 lots _____ \$75.00
 26-40 lots _____ \$150.00
 41+ lots _____ \$250.00

Resubdivision _____ \$50.00

Site Plan _____ \$50.00

Annexation:

Application _____ **\$150.00 (Zoning)**
Publication _____ **Varies**

Zoning/Rezoning:

Application _____ **\$150.00**
Publication _____ **Varies**

All fees listed are per review period. Fees must be paid upon each resubmittal.

Hartselle Utilities may have additional fees. It is suggested that all applicants contact HU directly for information pertaining to their fee schedule.

Typical Planning Commission Timetable



NOTE:

Rezoning and Annexations differ from the typical timeline. Contact planning office for details.

1. Planning Commission meets on the first Tuesday of each month to consider applications processed the previous month.
2. Applications are due by 4:30 pm of the Tuesday three weeks prior to that meeting.
3. The Technical Review Committee (TRC) meets to discuss the applications on the following Tuesday at 9:30 am in Council Chambers at City Hall. At this meeting the TRC makes recommendations for technical corrections on applications. The applicant or a designated representative should be present at the TRC meeting.
4. Resubmissions of revised applications addressing the TRC comments are due by 4:30 pm on the Tuesday following TRC.

EXAMPLE OF TYPICAL TIMELINE

MAY

Sun	Mon	Tues	Wends	Thurs	Fri	Sat
				1	2	3
4	5	6 PC Meeting for May Applications	7	8	9	10
11	12	13 Applications for June PC Meeting Due	14	15	16	17
18	19	20 Technical Review Meeting	21	22	23	24
25	26	27 Revisions from TRC Due	28	29	30	31

Certificates

1. Certificate to Subdivide:

Used ONLY for dividing one tract into a maximum of three tracts.

2. Certificate to Consolidate:

Used ONLY for combining two or more tracts into one tract.

3. Certificate to Consolidate and Subdivide:

Used to combine two or more tracts into one tract and then divide to create a net of not more than three tracts.

Under no circumstances will the use of a Certificate result in the creation of more than THREE (3) tracts of land. Under no circumstances will a Certificate result in a tract of land that does not meet frontage requirements on an existing public road.

Under no circumstances will a lot created by certificate be further divided to create additional lot(s) within 6 months from the original certificate. (Not applicable to commercial zoned property)

Photocopies of original deeds must accompany submission of a Certificate.

After approval of the Certificate and all appropriate signatures have been attained, the applicant is responsible for recording the Certificate with the Office of the Probate Judge and furnishing the Planning Department with a copy of the recorded Certificate within 10 working days.

There is no official application for a Certificate. It is recommended that the applicant choose a professional surveyor or engineer to prepare the Certificate for submittal.

Major Subdivision



Definition:

Any subdivision containing FOUR (4) or more lots, or that requires dedication of new rights-of-way. Major Subdivision process consists of three phases: Layout Plan, Engineering Plan and Final Plat.

Flowchart:

Applicant submits Layout Plan application, twelve (12) copies of Layout Plan and appropriate fee by 4:30 pm on the **second Tuesday** of the month



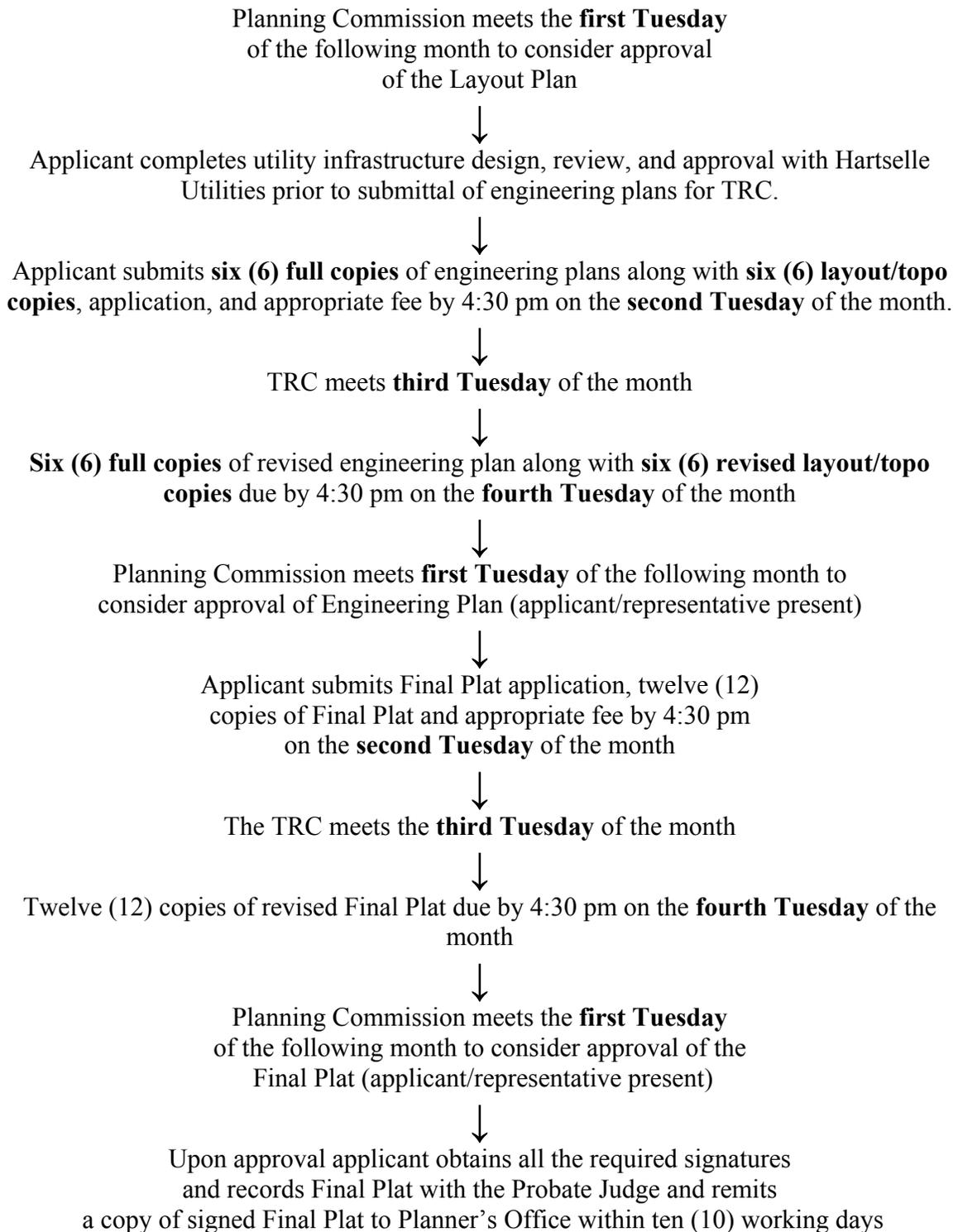
The TRC meets the **third Tuesday** of the month at 9:30 am to discuss all applications (applicant and/or representative must be present)



Twelve (12) copies of the revised Layout Plan reflecting TRC comments due back on the **fourth Tuesday** of the month by 4:30 pm



(CONTINUED ON NEXT PAGE)



City of Hartselle
200 Sparkman St. NW, Hartselle, Alabama
Planning Department
(256-773-2535)

APPLICATION FOR LAYOUT PLAT APPROVAL

Deadline for submission of an Application for Layout Plat Approval is at 4:30 p.m. of the second Tuesday of each month. On the following Tuesday morning at 9:30 a.m., the Technical Review Committee meets to discuss the application. Resubmission of a revised plan addressing the TRC comments shall be the close of business of the fourth Tuesday of the month preceding the regular Commission meeting. Planning Commission meetings are held on the first Tuesday morning of each month at 8:00 a.m. at the City Council Chambers. The developer or project engineer must attend both meetings.

1. Name of Subdivision: _____

2. Name of Applicant: _____

3. Name of Local Agent: _____

4. Complete name, full mailing address, FAX and daytime telephone numbers, number of the following:

Property Owner(s): _____

Address: _____

Phone # _____ FAX #: _____

Developer(s): _____

Address: _____

Phone # _____ FAX #: _____

Project Engineer: _____

Address: _____

Phone # _____ FAX #: _____

Attorney: _____

Address: _____

Phone # _____ FAX #: _____

5. Subdivision Location:

6. Total Acreage: _____ Zoned: _____
7. Does current zoning conform to proposed use? Yes No. If not, rezoning must be applied for, before unconditional Engineering Plat approval can be granted.
8. Current Use: _____

9. Number of proposed lots: _____
10. Identify and describe any natural and/or manmade constraints to development on the property or part of the property: (floodplain, high water table, swampy land, etc.): _____

_____ TOPOGRAPHY: (Steep slopes, sink holes, wetland, etc.) _____

11. Are there any natural assets of the property, which will be utilized in the site design of your subdivision? (For example: lakes, scenic views, and cluster of trees or forest, rivers, rolling terrain). Describe: _____

12. Will any open space or green-belt areas be utilized (other than those described in Item 11) which will be usable by all residents of the neighborhood? Who will be the responsible party of maintaining these areas? _____

13. Which of the following utility services presently extend to the property?
(mark "x" if present)
- | | | |
|-------------|----------------|-------------|
| sewer _____ | water _____ | cable _____ |
| gas _____ | electric _____ | phone _____ |
14. If needed utility services do not extend to the property, what is the approximate nearest distance to each? _____

15. Attach a complete up-to-date legal description prepared by a licensed surveyor, attorney, or engineer or attach a copy of your latest warranty deed(s).

I (We), _____pledge that the above information is correct to the best of my knowledge and has been provided in good faith. Additionally I (we) pledge that all applicable land use requirements, such as the Zoning Ordinance and Subdivision Regulations, shall be complied with in this development, unless officially authorized to vary from a specific provision of those requirements.

Signature: _____

Signature: _____

Date: _____

Date: _____

Phone Number: _____

Phone Number: _____

City of Hartselle
200 Sparkman St. NW, Hartselle, Alabama
Planning Department
(256-773-2535)

APPLICATION FOR ENGINEERING PLAT APPROVAL

Please submit twelve (12) original size drawings and this application along with the appropriate fee (see fee schedule) payable to the City of Hartselle. You will also need to pay for the cost of notification to all property owners whose land is contiguous to the property being developed.

Deadline for submission of an Application for Engineering Plat Approval is at 4:30 p.m. of the third Tuesday of each month. On the first Tuesday of the following month, the city and Hartselle Utilities will meet with the developer to discuss issues, if any. The resubmittal of revised plans is due by 4:30 p.m. on the second Tuesday of the month. The following Tuesday morning at 9:30 a.m., the Technical Review Committee meets to discuss the application. Resubmission of a revised plan addressing the TRC comments shall be made by 4:30 p.m. on the fourth Tuesday of the month preceding the regular Commission meeting. Planning Commission meetings are held on the first Tuesday morning of each month at 8:00 a.m. at the City Council Chambers. The developer or project engineer must attend both meetings.

1. Name of Subdivision: _____

2. Name of Applicant: _____

3. Name of Local Agent: _____

4. Complete name, full mailing address, FAX and daytime telephone numbers, number of the following:

Property Owner(s): _____

Address: _____

Phone # _____ FAX #: _____

Property Owner(s): _____

Address: _____

Phone # _____ FAX #: _____

Property Owner(s): _____

Address: _____

Phone # _____ FAX #: _____

Developer(s): _____

Address: _____
Phone # _____ FAX #: _____

Project Engineer: _____
Address: _____
Phone # _____ FAX #: _____

Attorney: _____
Address: _____
Phone # _____ FAX #: _____

Adjacent Property Owner(s):
1. Name: _____ Phone #: _____
Mailing Address: _____

2. Name: _____ Phone #: _____
Mailing Address: _____

3. Name: _____ Phone #: _____
Mailing Address: _____

4. Name: _____ Phone #: _____
Mailing Address: _____

5. Name: _____ Phone #: _____
Mailing Address: _____

- 5. Subdivision Location:
- 6. Total Acreage: _____ No. of lots in this Phase: _____ No. lots in Subdivision: _____
- 7. Date of Layout Plat approval: _____ Zoned: _____
- 8. Have any changes been made since Layout approval? (Give details): _____

- 9. Do you have a rezoning in progress on this property? If so, give dates and details.

10. Has the Board of Zoning Adjustment granted a variance, or special exception concerning this property? If so, give dates and details. _____

11. Is there any variance from the Subdivision Regulation requested? _____

NOTE:

If the applicant is other than a single person, written consent of all property owners must be provided. When an application is submitted on behalf of a corporation or business entity, documentation must be provided that demonstrates that the corporation's representative is authorized to act on the corporation's behalf.

**I (We), _____
_____pledge that the above information is correct to the best of my knowledge and has been provided in good faith. Additionally I (we) pledge that all applicable land use requirements, such as the Zoning Ordinance and Subdivision Regulations, shall be complied with in this development, unless officially authorized to vary from a specific provision of those requirements.**

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

City of Hartselle
200 Sparkman St. NW, Hartselle, Alabama
Planning Department
(256-773-2535)

APPLICATION FOR FINAL PLAT APPROVAL

Please submit twelve (12) original size drawings and this application along with the appropriate fee (see fee schedule) payable to the City of Hartselle. You will also need to pay for the recording of the final plat at the Probate Judge Office.

Deadline for submission of an Application for Final Plat Approval is at 4:30 p.m. of the second Tuesday of each month. On the following Tuesday morning at 9:30 a.m., the Technical Review Committee meets to discuss the application. Resubmission of a revised plan addressing the TRC comments shall made by 4:30 p.m. on the fourth Tuesday of the month. Planning Commission meetings are held on the first Tuesday morning of each month at 8:00 a.m. at the City Council Chambers. The developer or project engineer must attend both meetings.

* NOTE: Planning Commission will not approve Final Plats with conditions.

1. Name of Subdivision: _____

2. Name of Applicant: _____

3. Name of Local Agent: _____

4. Complete name, full mailing address, FAX and daytime telephone numbers, number of the following:

Property Owner(s): _____

Address: _____

Phone # _____ FAX #: _____

Property Owner(s): _____

Address: _____

Phone # _____ FAX #: _____

Developer(s): _____

Address: _____

Phone # _____ FAX #: _____

Project Engineer: _____

Address: _____
Phone # _____ FAX #: _____

Attorney: _____
Address: _____

5. Subdivision Location: _____

6. Total Acreage: _____ No. of lots in this Phase: _____ No. lots in Subdivision _____

7. Date of Layout Plat approval: _____ Zoned: _____

8. Date of Engineering Plan approval: _____

9. Have any changes been made since Engineering plan approval? (Give details): _____

10. Do you have a rezoning in progress on this property? If so, give dates and details.

11. Has the Board of Zoning Adjustment granted a variance, or special exception concerning this property? If so, give dates and details. _____

12. Is there any variance from the Subdivision Regulation requested? _____

13. Is bonding required on this development? _____ If so, submit an estimate of quantities needed to complete the project. _____

14. Amount of the bond required \$ _____.

- 15. Is Mylar or Vellum Plat ready for signature? _____
- 16. Submit a copy of final plat on a 3.5” floppy disk or zip disk in digital form formatted for a PC and in .dwg, .dxf, or .shp format.
- 17. Attach final report from the Morgan County Health Department approving use of a septic tank for all lots for which a septic system is proposed.

NOTE:

If the applicant is other than a single person, written consent of all property owners must be provided. When an application is submitted on behalf of a corporation or business entity, documentation must be provided that demonstrates that the corporation’s representative is authorized to act on the corporation’s behalf.

**I (We), _____
_____pledge that the above information is correct to the best of my knowledge and has been provided in good faith. Additionally I (we) pledge that all applicable land use requirements, such as the Zoning Ordinance and Subdivision Regulations, shall be complied with in this development, unless officially authorized to vary from a specific provision of those requirements.**

Signature: _____

Date: _____

Signature: _____

Date: _____

Signature: _____

Date: _____

Resubdivision



Definition:

Resubdivisions are used to adjust the boundary lines of, or further divide existing lots in an as-approved and recorded plat.

Flowchart:

Applicant submits Final Plat application, twelve (12) copies of Final Plat/Resubdivision, and \$50.00 fee by 4:30 pm on the **second Tuesday** of the month



The TRC meets the **third Tuesday** of the month at 9:30 am to discuss all applications (applicant and/or representative must be present)



Twelve (12) copies of the revised Final Plat/Resubdivision reflecting TRC comments due back on the **fourth Tuesday** of the month by 4:30 pm

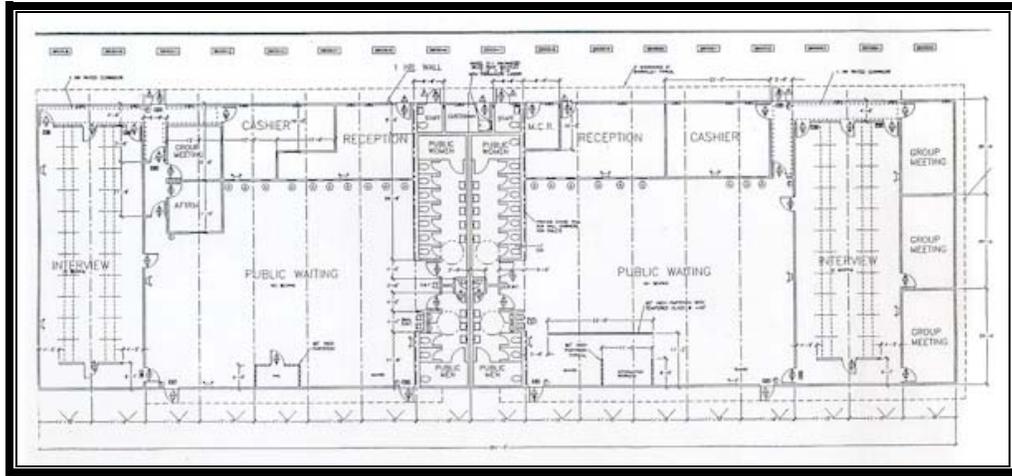


Planning Commission meets the **first Tuesday** of the following month to consider approval of the Final Plat/Resubdivision

Application:

Applicants must complete a Final Plat application (See previous section for Final Plat Approval Application)

Site Plan



Definition:

Site Plans are used to show the type and location of proposed construction on a lot (structures, parking, screening, landscaping, drainage), with the exception of single-family residential dwellings.

Flowchart:

Applicant submits Site Plan (prepared in accordance with the Site Plan Checklist) and \$50.00 fee by 4:30 pm on the **second Tuesday** of the month



The TRC meets the **third Tuesday** of the month at 9:30 am to discuss all applications (applicant and/or representative must be present)



Twelve (12) copies of the revised Site Plan reflecting TRC comments due back on the **fourth Tuesday** of the month by 4:30 pm



Planning Commission meets the **first Tuesday** of the following month to consider approval of the Site Plan

Application: There is no application for a Site Plan. Applicant is encouraged to meet with staff to discuss the proposed site development prior to submittal of a Site Plan

SITE PLAN CHECKLIST

	Boundary information for the site, including lot size and dimensions
	Building footprint location and distance to all property lines
	Footprint and total building areas in SF
	All building footprint perimeter dimensions in feet
	Zoning setback lines
	Required fencing and/or screening
	Dates of revision
	Site topography, existing and proposed, including drainage details/calculations
	Landscaping plan with summary of plantings required vs. proposed
	Vicinity/location map
	Location and size of utilities and easements, existing and proposed
	All site utilities shown as underground (electricity, gas, sewers, and water)
	Location and size of drainage infrastructure and easements, existing and proposed
	Contact information for property owner, developer, and plan preparer
	North arrow
	Location and dimensions of parking spaces, dumpster pad, and islands
	Summary of parking spaces required vs. proposed
	All parking areas shown as paved with curb and gutter
	Concrete loading/unloading and truck areas noted
	Points of ingress/egress with any required turn/acceleration lanes
	Names and ROW dimensions for all adjacent roadways
	Scale of not less than 1"=100'
	Pylon sign location with height and cabinet dimensions; installation detail
	All adjacent property owners
	Flood hazard boundaries, if applicable
	Details for all paving, curb/gutter, and DU&T infrastructure

Annexation

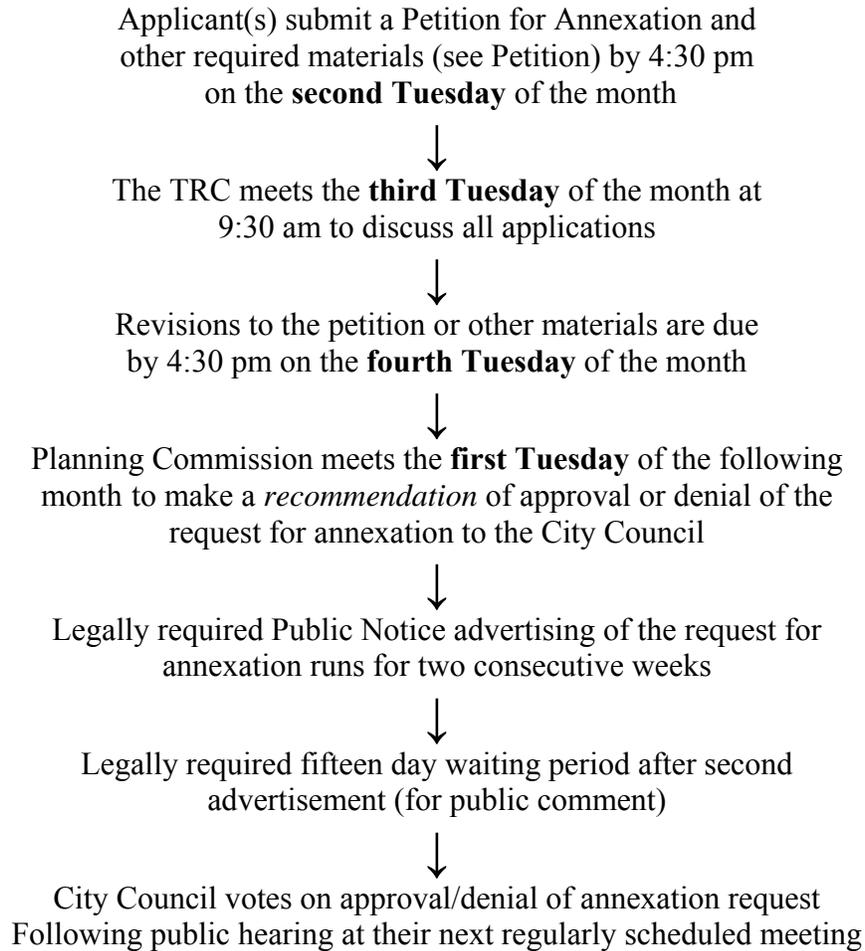


Definition/Conditions Required:

Annexation is when a property becomes included in the corporate city limits of Hartselle, Alabama. There are conditions a property must meet to be eligible for annexation. These conditions are: All owners of the property(ies) must petition for annexation; The property(ies) must be contiguous to the existing corporate city limits on at least one side (it is preferred that the property(ies) be contiguous on more than one side) and: The property(ies) cannot lie within the corporate city limits or police jurisdiction of any other municipality.

An Annexation request is presented to the Planning Commission for recommendation of approval or denial to the City Council. The City Council is charged with the duty of either approving or denying the annexation request. The Annexation request must go through the Planning Commission process to get a recommendation, through the legally required public notice advertising process for zoning of the property, and then finally to the City Council for approval or denial.

Flowchart:



**PETITION FOR ANNEXATION INTO THE
CITY OF HARTSELLE, ALABAMA**

PETITIONER, PLEASE READ CAREFULLY BEFORE SIGNING

The undersigned, being the sole owner(s) of the hereinafter described property, such property being contiguous to the corporate limits of Hartselle, Alabama, and such property not lying within the corporate limits or police jurisdiction of any other municipality, do hereby petition that said property be annexed into the City of Hartselle, Alabama.

I/We attach hereto a plat or map of such property showing its relationship to the corporate limits of the City of Hartselle. An accurate legal description that has been prepared by a licensed attorney, engineer or surveyor is also attached.

I/We have completed the attached application regarding the subject property and certify that all information provided is complete and accurate to the best of our knowledge.

I/We agree that said described property will be zoned as deemed appropriate by the Hartselle City Council to conform to the general intent of the Land Use Plan of Hartselle, which is a part of the Comprehensive Plan, adopted by the City of Hartselle Planning Commission on March 2, 2004, and understand that in ensuring such conformance the City Council may select a zoning designation different from that requested below. I/We agree to the placement of one or more signs along the public road frontage of the subject property in order to notify the public of scheduled public hearings on the zoning of the subject property.

I/We understand that in some cases, it is necessary for the street address of annexed property to be changed upon annexation in order to conform to the City of Hartselle address grid. If such a change is necessary, I/We agree to conform to the change of address upon notification by the city.

I/We agree to comply with all City Ordinances, including all required zoning and development standards for the subject property once annexed.

Submitted this _____ day of _____, _____.

OWNERS:

a. _____
b. _____
c. _____

WITNESSED BY:

a. _____
b. _____
c. _____

ATTACH ADDITIONAL SHEETS IF NECESSARY

1) Property Owner (Attach separate sheet if multiple owners):

Name: _____

Address: _____

Phone: (Office) _____ (Home) _____ (Fax) _____

2) Applicant (If different from owner):

Name: _____

Address: _____

Phone: (Office) _____ (Home) _____ (Fax) _____

3) Legal Description of Property:

(LEGAL DESCRIPTION PREPARED BY PROFESSIONAL SURVEYOR OR
ENGINEER MUST BE ATTACHED UNLESS OTHERWISE PERMITTED)

4) Property Area: _____ acres

5) Requested Zoning: _____ **Owner Initials:** _____

6) Property Address (or location) _____

7) Current Use of the Subject Property and Existing Improvements:

8) Number of Residents on Subject Property: _____

9) Future Development Proposal for Subject Property (if applicable):

10) Utility Providers for the Subject Property:

Electricity: _____
Residential Gas: _____
Water: _____
Sanitary Sewer: _____

11) Does the subject property have frontage on a public road? What is the condition of the road and what is its pavement width (if known)?

12) What route would city emergency vehicles take to reach the subject property?

13) Do you keep farm animals on the subject property? If so, how many and on approximately what percentage of the land?

For staff completion only. Applicant – Please do not write below this line.

The receipt of this application was solicited by the undersigned city representative.

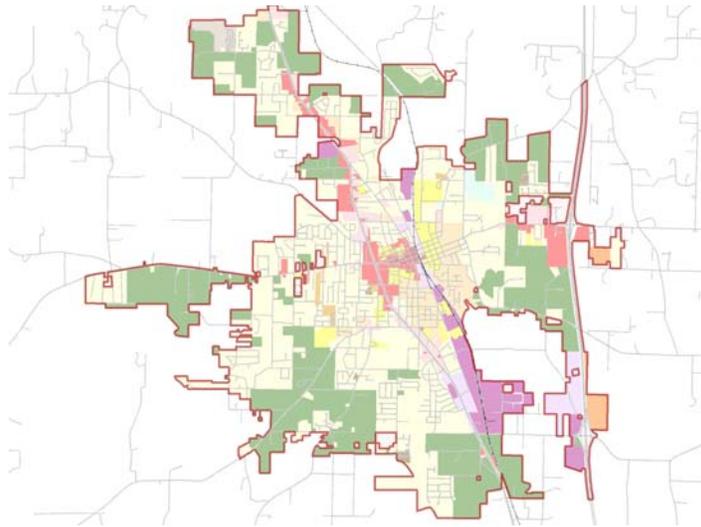
City Representative (Print)

Signature

Date

The receipt of this application was NOT solicited by a city representative.

Rezoning



Definitions of Zone Districts:

The City of Hartselle currently utilizes the following Zoning Districts

- o AG-1 – agriculture
- o R-1 – residential; single-family dwellings (low density)
- o R-2 – residential; single-family dwellings (high density)
- o R-3 – residential; multi-family dwellings/apartments
- o R-4 – residential; single-family semiattached (townhomes)
- o R-5 – residential; single-family patio homes
- o B-1 – business; local shopping (neighborhood shops)
- o B-2 – business; general business (wholesale/retail/service)
- o B-3 – business; Central Business District (downtown)
- o B-4 – business; interchange business (Interstate 65)
- o M-1 – manufacturing; light industry
- o M-2 – manufacturing; general industry
- o MIP – medical, institutional, professional
- o PUD – Planned Unit Development

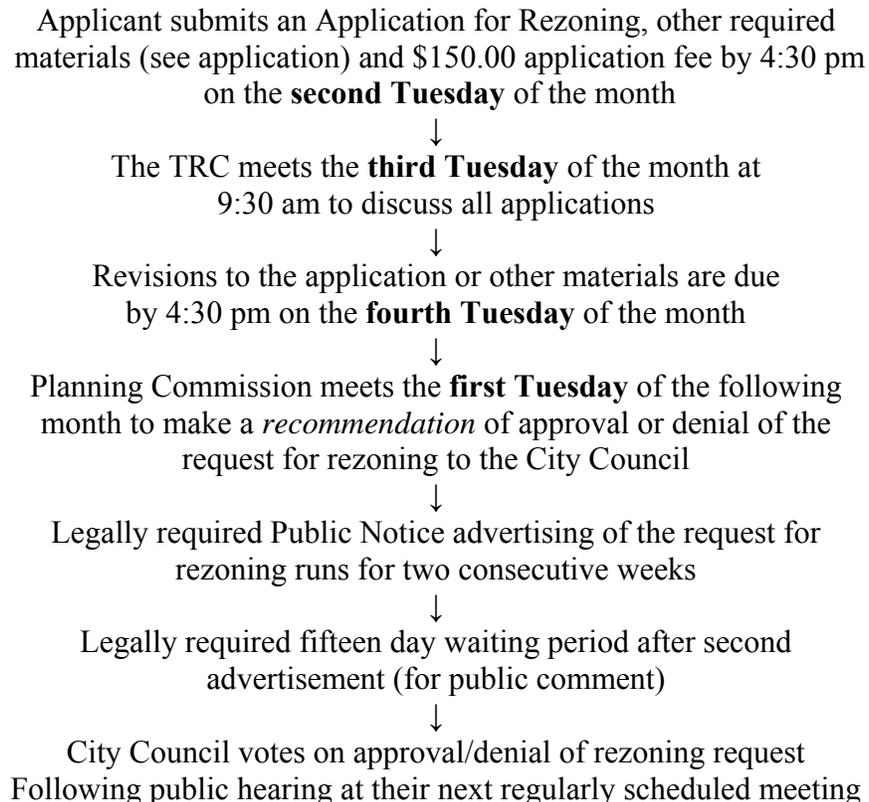
A Rezoning request is presented to the Planning Commission for recommendation of approval or denial to the City Council. The City Council is charged with the duty of either approving or denying the Rezoning request. The Rezoning request must go through the Planning Commission process for a recommendation, through the legally required public notice

advertising process, and then finally to the City Council for approval or denial.

According to Alabama State Law, the Hartselle City Council has the authority to adopt and amend the Zoning Ordinance including reclassifying the zoning of property. The State code requires that the Planning Commission must first consider the request, hold a public meeting, and make a recommendation to the City Council. In addition to notices posted at City Hall prior to the Planning Commission meeting, two legal notices will appear in a local newspaper prior to the City Council meeting. Notices published prior to the City Council meeting must appear at least 15 days prior to consideration of the zoning amendment.

The Planning Commission holds regular meetings the first Tuesday of each month. The report and recommendations of the Planning Commission shall be advisory only and shall not be binding upon the City Council. In Hartselle, rezoning requests are automatically submitted to the City Clerk to be considered by the City Council at the next possible meeting. Therefore, the appeal process is automatic to this level.

Flowchart:



Application for Rezoning

City of Hartselle, Alabama

Prior to submitting your completed rezoning application, it is advisable to schedule a Pre-Submission Conference with the City Planner.

Submission Items: Completed rezoning application
Application fee of \$150 + Publication Costs
Latest recorded warranty deed for subject property
Most recent survey of property

Submission Deadline: Second Tuesday of each month for consideration at the following month's Planning Commission meeting.

Property Information:

Address or Location _____

Current Zoning _____

Requested Zoning _____

Current Use of Property _____

Property Size (Ac.) _____

Legal Description (Must be prepared by licensed surveyor or attorney). Include separate sheet if necessary:

Why is current zoning not appropriate?

Has your property been considered for rezoning in the last two years? Is so, when?

Have you applied for a variance or special exception from the Board of Zoning Adjustment? If so, please state date of hearing, request, and decision.

Property Owner Information:

Name: _____

Address: _____

Phone: _____

Applicant Information (If different from owner):

Name: _____

Address: _____

Phone: _____

I understand that the Hartselle Planning Commission acts as an advisory board in the consideration of rezoning applications, and that the Hartselle City Council will issue the actual decision with regard to my request. I further understand and agree that one or more public notice signs will be posted along the street frontage of my property prior to the hearing date and that such signs are the property of the City of Hartselle and shall not be removed, damaged or obscured from view. This permission is valid from the date of my signature and shall remain valid for seven days following my hearing before the City Council.

Owner Signature: _____ **Date:** _____

Applicant Signature: _____ **Date:** _____