

Development Guide

City of Hartselle, Alabama

2025

Introduction

The purpose of this guide 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 and commercial sites, replatting of existing lots, annexation into the corporate city limits of Hartselle, and rezoning of property within the city limits.

The guide includes fee schedules, definitions, and approval processes.

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

Subdivision Certificate
\$100

Major Subdivision

Layout Plan
\$100
+ \$5 Per Lot

Engineering Plan
\$300
+ \$10 Per Lot
+ Certified Mailing*

Final Plat / Replat
\$100
+ \$5 Per Lot

Site Plan
\$300

Annexation / Rezoning
\$750.00

*Certified Mailing = Current Postage +\$5 Per Required Letter

All fees listed are per review period. Hartselle Utilities may have additional fees. It is suggested that all applicants contact HU directly for information pertaining to their fee schedule.

Subdivision Certificates

1. Certificate to Subdivide:

Used ONLY for dividing or reconfiguring one or more tracts into a maximum of three tracts.

2. Certificate to Consolidate:

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

A certificate may be used in lieu of a formal plat ONLY if the subject property is not part of a previously platted subdivision. Property previously included within a platted subdivision must be submitted as a replat. 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 minimum zoning ordinance requirements.

Under no circumstances will a lot created by certificate be further divided to create additional lot(s) within twelve (12) months from the original certificate. (Not applicable to commercial zoned property)

After approval of the certificate and collection of all required signatures, the applicant is responsible for recording the certificate with the Judge of Probate.

There is no formal application for a Certificate. It is recommended that the applicant choose a professional surveyor or engineer to prepare the document, and discuss the proposal with city staff prior to submittal.

Review Process:

Same as for replat (see below).

Major Subdivision

Any subdivision containing FOUR (4) or more lots, and/or involving the construction of infrastructure is considered a major subdivision. The major subdivision process consists of three phases: Layout Plan, Engineering Plan, and Final Plat. Each of the three steps for a major subdivision requires separate application. These applications are available on the Department of Development webpage or by contacting city hall staff.

Review Process:

Applicant submits layout plan application, three (3) hard copies of layout plan, PDF, and submittal fee by the second Tuesday of the month.



Technical review comments are provided to applicant and/or designated representative on the third Tuesday of the month (applicant and/or designated representative may be requested to meet with staff during the review period).



Ten (10) hard copies and PDF of the revised layout plan reflecting all revisions due by the fourth Tuesday of the month.



Planning Commission meets on the first Tuesday of the following month to consider approval of the layout plan.



Applicant completes utility infrastructure design, review, and approval with utility providers, and obtains concurrence letters prior to submittal of engineering plans for technical review.



Three (3) hard copies of full engineering plan, PDF of full engineering plan, application, and submittal fee due by the second Tuesday of the month.



Technical review comments are provided to applicant and/or designated representative on the third Tuesday of the month (applicant and/or designated representative may be requested to meet with staff during the review period).



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Three (3) hard copies of full revised engineering plan, ten (10) hard copies of revised layout/topo sheets, and PDF of full revised engineering plan due by the fourth Tuesday of the month.

Planning Commission meets on the first Tuesday of the following month to consider approval of engineering plan.

Following construction of per the approved engineering plan and/or bonding of unfinished improvements, three (3) hard copies of final plat, PDF, and submittal fee due by the second Tuesday of the month.

Technical review comments are provided to applicant and/or designated representative on the third Tuesday of the month (applicant and/or designated representative may be requested to meet with staff during the review period).

Ten (10) hard copies of revised final plat and PDF due by the fourth Tuesday of the month.

Planning Commission meets on the first Tuesday of the following month to consider approval of the final plat.

Upon approval, applicant obtains all required signatures and records final plat with the Judge of Probate.

Replat

Also referred to as “resubdivisions,” replats are used to divide, consolidate, or reconfigure property within a recorded subdivision. There is no formal application for a replat. Applicant is encouraged to meet with staff to discuss the proposal prior to submittal.

Review Process:

Three (3) hard copies of replat, PDF, and submittal fee due
by the second Tuesday of the month.



Technical review comments are provided to applicant and/or
designated representative on the third Tuesday of the month (applicant and/or
designated representative may be requested to meet with staff during the review
period).



Ten (10) hard copies and PDF of the revised replat reflecting all revisions due by
the fourth Tuesday of the month.



Planning Commission meets on the first Tuesday of the following
month to consider approval of the replat.

Site Plan

Site Plans are used to show the type and location of proposed commercial, industrial, or multi-family residential construction on a lot (structures, parking, screening, landscaping, drainage, etc). Applicant is encouraged to meet with staff to discuss the proposed site development prior to submittal.

Full site plans are not required for single-family residential dwellings. However, staff review of a simplified “plot plan” is required upon application for a building permit.

Review Process:

Three (3) hard copies of full site plan (prepared in accordance with the Site Plan Checklist), PDF, application, and submittal fee due by the second Tuesday of the month.



Technical Review comments are provided to applicant and/or designated representative on the third Tuesday of the month (applicant and/or designated representative may be requested to meet with staff during the review period).



Three (3) hard copies of full revised site plan, ten (10) hard copies of revised layout/topo sheets, and PDF of the full revised site plan reflecting all revisions due by the fourth Tuesday of the month.



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

Site Plan Checklist

	Boundary information for the lot, including area and dimensions
	Disturbance area (farthest extents) if lot is two acres in size or greater
	Building footprint orientation and distance to all property lines
	Building footprint perimeter dimensions (per building plans) and area in SF
	Square footage of all areas occupied by paved parking
	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
	Details for all paving, curb/gutter, and DU&T infrastructure
	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 structures 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'
	Sign location with height and cabinet dimensions; installation detail
	All adjacent property owners
	Flood hazard boundaries, if applicable

Annexation

Annexation is the acceptance of one or more parcels into the city limits of Hartselle. To be eligible for annexation, several conditions must be met: **1)** all owners of all properties involved must petition for annexation; **2)** the area being considered for annexation must be contiguous to (touching) the existing corporate city limits on at least one side (it is preferred that the area be contiguous on more than one side); and **3)** the area does not lie within the 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 for a recommendation, through the legally required public notice advertising process for zoning of the property, and then to the City Council for approval or denial. This process takes approximately six weeks from the time of application.

Review Process:

Applicant(s) submit application and submittal fee.



Planning Commission meets on the first Tuesday of the following month to forward a *recommendation* on the request for annexation and zoning to the City Council.



Legally-required public notice of the associated zoning ordinance is published in the local newspaper for two consecutive weeks.



Following required public notice waiting period, City Council holds a public hearing on the request and votes on approval/denial.

Rezoning

Definitions of Zone Districts:

The City of Hartselle currently utilizes the following Zoning Districts:

- o AG-1 – Agricultural
- 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 semi-attached (townhomes)
- o R-5 – Residential; single-family patio homes
- o RP – Residential and Professional
- 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 application 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 process, and then 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 Alabama 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 on the first Tuesday of each month. The report and recommendations of the Planning Commission are advisory only and not 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.

Review Process:

