

ST. CLAIR COUNTY REQUIREMENTS FOR RECORDING A SUBDIVISION PLAT

Effective: 2-11-2020

For purposes of this policy, a subdivision is deemed any division to real property where residential or commercial development is deemed the owner's intent. This would include division where such development is intended to be conducted by a subsequent property owner. However, it is not the intent of this policy to contemplate as a subdivision, among other things, merely a division of a larger tract of property into smaller tracts to be given to a family member or family members for their personal use.

1. Turn in preliminary plat identifying the totality of real property the property owner(s) intends to divide and sell in the manner in which the property owner(s) intends to divide and sell the same to the County Engineer to check curve information, grades of any proposed roadways, and screen for Flood Plain area (For subdivision in areas of the county that are not incorporated).
2. Legal description of property (legible)/All lines must be identified with dimensions such as bearing, curve data, etc.
3. Owner's Signature
4. Owner's Signature Notarized
5. Surveyor's
 - a. Printer/Typed name (legible)
 - b. Signature with date
 - c. Registration Number (legible)
 - d. Seal
6. Subdivision Plat within an incorporated area must have Town/City official's approval signature(s) with dates.¹
7. St. Clair County Health Department authorized approval signature. *
8. Alabama Power approval signature or correspondence. *
9. E911 Office Signature for verification of road name(s) and adding property address.
10. All plats must be printed on nothing smaller than a 1" to 200' scale, with all **print** being legible.
11. Any plat with multiple pages must have initial blocks with dates.

1-11 MUST BE COMPLETED BEFORE GOING TO 12

¹ Plats required by municipalities but which are not for residential or commercial development shall be attached to the deed as an Exhibit thereto and recorded in the applicable Deed Book but will not be recorded or maintained in any development subdivision plat books.

12. St. Clair County Engineer Signature
13. Record Plat with St. Clair County Probate *
14. Any Plat not legible after scanning must be redone at owner's expense.

Adopted:

* Requirement may be waived should the Plat represent property divisions, re-surveys, etc. where residential or commercial development is not deemed to be the owner's intent as determined exclusively by the County Engineer. Should the County Engineer not require recordation pursuant to the above, the division shall be described with a metes and bounds type description.