

FEES

Application/Review - \$100.00 + \$50.00 per lot, plus notification fee of \$6.00 for each adjoining lot, parcel, or tract. Checks should be made payable to City of Leeds.

Recording Fees for Probate Court:

\$28.00 for the first 15 lots, plus \$1.00 for each additional lot, plus \$10.00 for each additional page (maximum fee \$200). Checks should be made out to **Jefferson County Judge of Probate**.

Possible additional charges:

For additional Mylar pages, you will be charged \$10.00 for each sheet.

For covenants, the Probate Court charges \$2.50 for the first page and \$2.00 for each additional page.

Important Numbers

Jefferson County Health Department
(205) 930-1230

Saint Clair County Health Department
(205) 338-3357

Shelby County Health Department
(205) 620-1650

Jefferson County Environmental Services
(205) 325-5390

Leeds Water Works Board
(205) 699-5151

Birmingham Water Works
(205) 251-3261

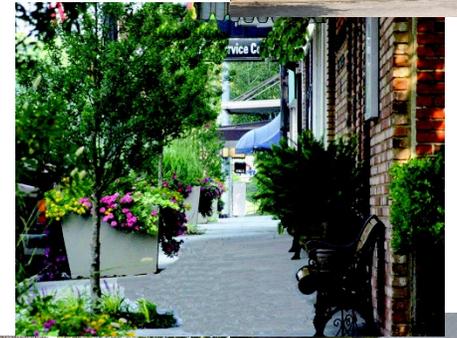
Alabama Power
1-800-245-2244

Alagasco
1-800-292-4008

Charter Cable
1-877-304-2363

CITY OF LEEDS

How to Record a Subdivision



Inspection Services

1040 Park Drive
Leeds, AL 35094
(205) 699-2585

www.leedsalabama.gov

Hours: 7AM – 3:30PM, Monday - Friday

Subdividing Property in the City of Leeds

Record plats are required for any division of land into lots less than 10 acres, and all subdivisions must be approved by the Planning and Zoning Commission (unless they qualify as a Family Split).

In order to obtain approval for a subdivision, a subdivision case must be filed with the Inspection Services Department. The case can be filed by the owner or the plat representative.

Before you file a case you should check with Inspection Services to determine if the property is correctly zoned and that the division of land does not create a non-conforming lot. If the proposed subdivision will meet all of the current zoning regulations, you will need to have a registered surveyor or engineer prepare a **Preliminary Plat**. This plat will be submitted with your application for a subdivision case.

Your subdivision case will be heard by the Planning and Zoning Commission at their regular monthly public hearing. You will be notified by Certified Letter of the time and place of the meeting. All of the property owners adjacent to your property will also be notified of the hearing and will have an opportunity to submit written comments or to speak at the Public Hearing.

It is necessary for you, or your agent, to be at this meeting and be able to answer any questions the Public or the Commission may have.

The Planning and Zoning Commission will make the final decision on the approval of subdivisions. However, any comments from the Roads and Transportation Department, Environmental Services, or the Health Department, or any corrections or covenants they will require will also need to be addressed by the applicant. You will receive a letter telling you whether your application was approved and any corrections that will be required on the final plat. If the case is carried over, you will be told what changes the Commission requires prior to the next hearing date.

If no infrastructure construction is required (pipes, roads, sewer), and you have made revisions to the plat as required in your approval letter, you may submit the final subdivision plat to be recorded. If the plat requires Health Department approval, then the Mylar should be taken first to the Health Department to be signed. The signed Mylar can then be submitted to Inspection Services. Inspection Services will obtain all other signatures and have the plat recorded in Probate Court. You, or your agent, will be called when the Recorded Plat is ready to be picked up.

If infrastructure construction is required, then construction plans may be submitted once the Preliminary Plat has been approved by the Planning and Zoning Commission.

The Final Plat

Once any road construction or other required improvements have been completed and approved by the Department of Roads and Transportation, you may submit your final plat for approval. If the plat requires Health Department approval, then the Mylar should be signed by the Health Department prior to

submitting it to Inspection Services. Once you have submitted it, the staff will obtain all of the other signatures required and then have the plat recorded in the Probate Court Office.

You will be contacted when the Recorded Plat is ready to be picked up. The plat may be picked up at Inspection Services located in City Hall (1040 Park Drive).

NOTE:

If the property must be rezoned, you should submit an application for rezoning first, however, a rezoning application and subdivision application may be submitted at the same time - please consult the Inspection Services staff.

Additional Brochures and Documents You May Need:

Subdivision and Construction Regulations

Zoning Regulations

Major Development Checklist

Floodplain Regulations and/or Floodplain Development Permit

How to Rezone Property

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