

Wetumpka Planning Commission
Subdivision Plat Review and Analysis Worksheet

Subdivision Name: _____

Reviewed By: _____

Date: _____

Instructions: The Subdivision Administrator shall perform an initial review of plats to determine if all information required in sections 1-7 below has been provided. Primary reviewers shall analyze and evaluate the content of the plats and make comments in Section 8. These include the Subdivision Administrator (SA), Planning Director (PD) Zoning Administrator (ZA), Fire Code Official (FCO), Building Official (BO), Director of Public Works (DPW), Consulting Engineer (CE), E-911 Director (ED) and Environmental Officer (EO).

1. Application Requirements

Item	Reference	Requirement	Y/N	Comment
1	WSR 4-5-1(1)	Application Form(s)		
2	WSR 4-5-1(2)	Fee of \$25.00 plus \$5.00 per lot (Tentative)		
3	WSR 4-5-1(2)	List of Adjoining Property Owners		
4	WSR 4-5-1(3)	Six black or blue line prints of the proposed plat; at least one with signed certificates (see 4-6-4(13))		
5		Six black or blue line prints of the proposed site plan		
6	WSR 4-5-1(3)	Six black or blue line prints of proposed street plan		
7	WSR 4-5-1(3)	Six black or blue line prints of proposed storm drainage plan		
8	WSR 4-5-1(3)	Six black or blue line prints of proposed sanitary sewer plan		
9	WSR 4-5-1(3)	Six black or blue line prints of proposed water distribution plan		
10		Six black or blue line prints of proposed power distribution plan		
11		Six black or blue line prints of proposed telecommunications plan		
12	WSR 4-5-8(5)	Letter of Access Approval (ALDOT or Elmore County Engineer, as applicable)		
13	WSR 4-6-1(1)	Fee of \$75.00 (final)		
14	WSR 4-6-1(2)	Six copies of proposed protected covenants if seeking agreement of Commission		
15	WSR 4-6-1(14); WSR 7-2	As-built drawings OR Performance guarantee (Final)		
16	WSR 9-3	Petition for Variance (Optional)		
17	WSR 9-5	Experimental Subdivision Proposal (Optional)		

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2. Site Plan Review (Sheet A1-Ax)

Item	Reference	Requirement	Y/N	Comments
1	WSR 4-5-7(2)	Date, north point, scale and location		
3	WSR 4-5-7(4)	Vicinity map showing location of subdivision		
4	WSR 4-5-7(5)	Exact boundaries of the tract of land being subdivided		
5	WSR 4-5-7(7)	Boundaries of marshes, designated wetlands, floodway and flood zones, and any other detrimental conditions		
6	WSR 4-5-7(8)	Existing and proposed buildings, above ground infrastructure on and adjacent to the tract being subdivided		
7	WSR 4-5-7(9)	Proposed streets and alleys, rights-of-way, and street names even if not maintained by the City		
8	WSR 4-5-7(10)	Proposed right-of-way or easement widths and purposes		
9	WSR 4-5-7(11)	Proposed lot lines and lot and block numbers		
10	WSR 4-5-7(12)	Proposed minimum building setback lines		
11	WSR 4-5-7(13)	Proposed parks, school sites, or other public open spaces		
12	WSR 4-5-7(1)g	Location of all required sidewalks and crosswalks		
13	WSR 4-5-8(2)a	Location of proposed drainage ways, streams, and ponds in the subdivision		

3. Plat Review (Sheet B1-Bx)

Item	Reference	Requirement	Y/N	Comment
1	WSR 4-5-7(1)	Name of owner of Record		
2	WSR 4-5-7(2)	Proposed name of subdivision with written concurrence of E-911 Director		
3	WSR 4-5-7(2)	Date, north point, scale and location		
4	WSR 4-5-7(3)	Name and seal of licensed land surveyor		
5	WSR 4-5-7(4)	Vicinity map showing location of subdivision		
6	WSR 4-5-7(5)	Exact boundaries of the tract of land being subdivided, shown with angles or bearings and distances		
7	WSR 4-5-7(6)	Names and addresses of adjoining property owners as they appear in the County Tax Assessor's office		

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Item	Reference	Requirement	Y/N	Comment
8	WSR 4-5-7(10)	Existing and proposed right-of-way or easement widths and purposes		
9	WSR 4-5-7(11)	Proposed lot lines with angles or bearings and distances and lot and block numbers		
10	WSR 4-5-7(12)	Proposed minimum building setback lines		
11	WSR 4-5-7(13)	Proposed parks, school sites, or other public open spaces		
12	WSR 4-5-7(14)	Zoning classification of the land to be subdivided and adjoining properties		
13	WSR 4-5-7(15)	Total acreage, smallest lot size, total number of lots, linear feet in streets		
14	WSR 4-6-4(2)	Relation of the land platted to the PLSS and the "point of beginning"		
15	WSR 4-6-4(3)	Location, bearing, and length data for every street, lot, boundary, block, and setback line		
16	WSR 4-6-4(4)	Names and locations of adjoining subdivisions and streets with reference to recorded plats by record name and recording information		
17	WSR 4-6-4(5)	The exact position of permanent monuments indicated by a small "o"		
18	WSR 4-6-4(11)	Dimensions within the nearest 0.01 of a foot and angles within plus or minus 1 minute		
19	WSR 4-6-4(12)	Storm water Detention notes		
20	WSR 4-6-4(13)	Required endorsements, dedications, and certifications		

4. Street Plan Review (Sheet C1-Cx)

Item	Reference	Requirement	Y/N	Comment
1	WSR 4-5-8(1)a	Location of all proposed and existing streets or rights-of-way in or adjacent to the subdivision		
2	WSR 4-5-8(1)b	Width of existing and proposed rights-of-way		
3	WSR 4-5-7(1)c	Street names with written concurrence of E-911 Director		
4	WSR 4-5-7(1)d	Plan and profile of all streets showing natural and finished grades to a scale of not less than 1"=50' horizontal and 1"=10' vertical		
5	WSR 4-5-7(1)e	Cross sections of proposed streets at a minimum of 50 foot stations		
6	WSR 4-5-7(1)f	Curve data for centerline of each street: delta, tangent, and radius.		
7	WSR 4-5-7(1)g	Location of all required sidewalks and crosswalks		

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5. Power Distribution Plan (Sheet D1-Dx)

Item	Reference	Requirement	Y/N	Comment
1		Location and size of all existing and proposed electrical transmission and distribution facilities		
2		Written concurrence of Power provider(s)		

6. Telecommunications Plan (Sheet E1-Ex)

Item	Reference	Requirement	Y/N	Comment
1		Location and size of all existing and proposed telecommunication facilities		
2		Written concurrence of telecommunications service provider(s)		

7. Storm Drainage Plan (Sheet F1-Fx)

Item	Reference	Requirement	Y/N	Comment
1	WSR 4-5-8(2)a	Location of proposed drainage ways, streams, and ponds in the subdivision		
2	WSR 4-5-8(2)b	Topography at minimum five-foot intervals		
3	WSR 4-5-7(2)c	Location, size, and invert elevations of proposed drainage structures including culverts, bridges, pipes, drop inlets, and top elevations of head walls, etc.		
4	WSR 4-5-7(2)d	Construction details of typical inlets and other structures		
5	WSR 4-5-7(2)e	Area of land contributing to run-off to each drainage structure along with run-off calculations of each area and drainage calculations for each drainage structure and ditch		
6	WSR 4-5-7(2)f	Location and size of easements for drainage ways and maintenance access and ADEM storm water permit		
7	WSR 4-5-7(2)g	Typical cross sections of each drainage way with required method of erosion control		
8	WSR 4-5-7(2)h	Direction of water flow throughout subdivision and compatibility with existing natural drainage		

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8. Sanitary Sewer Plan (Sheet G1-Gx)

Item	Reference	Requirement	Y/N	Comment
1	WSR 4-5-8(3)a	Location and size of all existing and proposed sewer mains and laterals		
2	WSR 4-5-8(3)b	Sewer main grades		
3	WSR 4-5-8(3)c	Location and size of easements		
4	WSR 4-5-8(3)d	Construction details for manholes, lateral connections, etc.		
5	WSR 4-5-8(3)e	Provisions for placing electronic location markers of a type approved by the Board or Authority		

9. Water Distribution Plan (Sheet H1-Hx)

Item	Reference	Requirement	Y/N	Comment
1	WSR 4-5-8(4)a	Location and size of water distribution system facilities		
2	WSR 4-5-8(4)b	Fire protection facilities		

10. Analysis

- a. **Is the plat compatible with applicable master plans (PD)**
- b. **Is the plat compatible with the City of Wetumpka Zoning Ordinance (ZA)?**
- c. **Does the plat comply with adopted building and fire codes (BO, FCO)?**
- d. **Is the character of the land unsuitable for development due to flooding, improper drainage, steep slopes, rock formations, adverse soil formations or topography, utility easements, or other features? If so, what measures are being taken to address those issues (CE)?**
- e. **Street Plan**
 - 1) Do proposed streets extend existing streets at the same or greater width? (WSR 5-5-1, SA)
 - 2) Is it desirable to require a street or streets to be dedicated to the adjoining property line to provide for a street arrangement that would permit the continued development of adjoining properties? (WSR 5-5-2, PD)
 - 3) Are marginal access streets necessary? (WSR 5-5-3, PD, DPW, CE)

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- 4) Are private reserve strips shown? (WSR 5-5-4, SA)
- 5) Has additional right-of-way been dedicated if required (WSR 5-3-5, SA)
- 6) Are streets names sufficiently distinct from existing streets? (WSR 5-3-6, ED)
- 7) Does the subdivision have frontage on an existing street, state or county highway, or previously platted street? (WSR 5-3-8, SA)
- 8) Are roads appropriately related to topography? (WSR 5-3-9, PD, CE)

f. Design Standards

- 1) Do rights-of-way widths meet minimum requirement? (WSR 5-4-1, CE)
- 2) Do pavement widths meet the minimum requirement? (WSR 5-4-2, CE)
- 3) Are street grades adequate? (WSR 5-4-3, CE)
- 4) Are horizontal curves adequate? (WSR 5-4-4, CE)
- 5) Are tangents between reverse curves adequate? (WSR 5-4-5, CE)
- 6) Are vertical curves adequate? (WSR 5-4-6, CE)
- 7) Are intersections correctly designed (WSR 5-4-7, CE)
- 8) Have perimeter half-streets been avoided? (WSR 5-4-8, SA)
- 9) If the subdivision borders on or contains an arterial, has access been limited? (WSR 5-4-9, CE)
- 10) Has excess right-of-way been provided if necessary? (WSR 5-4-11, SA)
- 11) Have buffer strips been shown if necessary (WSR 5-4-12, SA)
- 12) Are cul-de-sacs designed correctly (CE)?
- 13) Are blocks designed correctly? (WSR 5-5, PD)
- 14) Do lots meet the requirements? (WSR 5-6, ZA)
- 15) Are easements sufficient? (WSR 5-7, CE)

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- 16) Drainage and inundation (CE)
 - a) Can stormwater detention be waived?
 - b) Does post-development discharge exceed pre-development runoff?

g. Required Improvements

- 1) Do streets meet minimum construction standards? (WSR 6-1-1, CE)
- 2) Are curbs and gutters placed on both sides of the street? (WSR 6-1-2, SA)
- 3) Are sidewalks shown? (WSR 6-1-3, SA)
- 4) Are pedestrian access easements shown if necessary (WSR 6-1-4, PD)
- 5) Are sufficient fire hydrants installed? (WSR 6-1-7, FCO)
- 6) Has adequate provision been made for storm or flood water runoff?
(WSR 6-1-8a, CE)
- 7) Are drainage facilities large enough to accommodate potential runoff from its entire upstream drainage area? (WSR 6-1-8b3, CE)
- 8) Will additional runoff incidental to the development overload downstream drainage facilities? (WSR 6-1-8b4, CE)
- 9) Are sufficient drainage easements provided? (WSR 6-1-8c, CE)
- 10) Is there an opportunity for the City to participate in the cost of oversized improvements? (WSR 6-1-9, SA)
- 11) Are utilities placed underground? (WSR 6-1-10, SA)
- 12) Are existing roads being widened or realigned if necessary? (WSR 6-1-12, DPW)
- 13) Are necessary permanent reference points been installed? (WSR 6-2, SA)

11. Discussion