

Steps for Plat Submission, Approval, and Acceptance of Roads for County Maintenance

1. Contact the Marshall County Engineering Department at (256) 571-7712 to schedule an appointment to meet with the County Engineer or Designee to discuss and provide a sketch plan and data showing existing conditions within the site and in its vicinity along with the proposed layout and development of the subdivision.
2. Required documents to be submitted to the Marshall County Engineering Department when the Developer is ready to submit his/her Proposed Plat:
 - a. The application shall be submitted at least thirty (30) days prior to any consideration for proposed plat approval by the County Commission (Commission Meetings are held the second and fourth Wednesdays of each month excluding holidays) and shall contain the following list of documents:
 - i. A letter of intent stating that the proposed plat is being submitted for review which shall include the developer's intent as to the final ownership of any new roads included on the proposed plat, if applicable.
 - ii. Application for a Proposed Plat Review (See Appendix II or <https://www.marshallal.gov/departments/engineering/documents/Application%20to%20develop.pdf>).
 - iii. Provide at least three (3) copies of the proposed plat prepared in accordance with the requirements detailed in Section 4-1 of the Marshall County Subdivision Regulations.
 - iv. A letter from the Health Department detailing field review by the Health Department for the general lot layout has been completed.
 - v. Construction Plans for all required improvements prepared in accordance with the requirements detailed in Section 4-2 of the Marshall County Subdivision Regulations.
 - vi. The names and addresses of each adjoining landowner and utility entitled to notice pursuant to §11-24-2(b) of the *Code of Alabama, 1975*, as last amended; and,
 - b. A Plat Review Fee of two hundred dollars (\$200.00).
 - c. Please know that pursuant to §11-24-2(b) of the *Code of Alabama, 1975*, as last amended, that the County Engineer is required to provide notice

of the recommendation of the engineer to the owner or developer by registered or certified mail at least 10 days before the recommendation shall be presented to the County Commission for action. A similar notice shall be mailed to the owners of land immediately adjoining the platted land.

3. If the developer wishes to sell, offer for sale, transfer or lease lots, then he/she shall submit a detailed construction estimate that covers all proposed infrastructure for approval to the County Engineer. **Please note pursuant to §11-24-2(c) of the *Code of Alabama, 1975, as last amended, the developer may not proceed with the actual sale, transfer, or lease of any lots, sites, etc. until the final plat has been signed and recorded. No building development shall take place until the final plat has been signed and recorded in the office of the Judge of Probate pursuant to the Marshall County Subdivision Regulations and §11-24-2(c) of the *Code of Alabama, 1975, as last amended.****
 - a. Once the County Engineer receives and approves this detailed construction estimate, the **developer** shall be required to provide an acceptable surety to Marshall County equal to **one hundred fifty (150) percent** of the **estimated cost of installing all improvements, including but not limited to grading, paving of the streets, and installation of all required utilities and fees encountered during execution of improvements.**
4. Following the approval of the proposed plat by the County Commission, the County Engineer shall issue a *Permit to Develop* for the Proposed Plat for a fee of \$25.00. This permit is good for one (1) year from the date of issuance. If work does not begin within the one (1) year time frame, the proposed plat must be resubmitted to the County Engineer and County Commission for approval as if the plat had never been submitted.
5. All other fees are to be paid after the approval of the proposed plat by the County Commission and prior to the County Engineer signing the final plat. The fee schedule is as follows:
 - a. **Major Subdivision:**
 - i. Proposed Plat Review Fee of two hundred dollars (\$200.00) per submission of a proposed plat.
 - ii. Lot Fee of twenty dollars (\$20.00) per lot, site, or unit.
 - iii. Road Fee: twenty-five cents (\$0.25) per linear foot of road to be constructed
 - b. **Minor Subdivision:**
 - i. Proposed Plat Review Fee of two hundred dollars (\$200.00) per submission of a proposed plat.
 - ii. Lot fee of twenty dollars (\$20.00) per lot, site, or unit.

6. Once the developer has met all requirements of the Marshall County Subdivision Regulations, he or she shall submit the final plat to the County Engineer for signature along with the above-referenced applicable fees in paragraph 5. The final plat shall have the original signatures required for approval having already been signed, for approval of the proposed subdivision as follows:
 - a. Once infrastructure construction is completed for a major subdivision.
 - b. Immediately following approval of the proposed plat for a minor subdivision or large acreage tracts.
 - c. The developer shall ensure that the following items are submitted to the County Engineer at the point the Final Plat is submitted for approval:
 - i. A final as-built set of plans;
 - ii. Three (3) copies of the Final Plat as approved by the County Engineer; and,
 - iii. A letter from the Health Department certifying the compliance of the subdivision with their regulations.
7. After the final plat has been signed by the County Engineer, it shall be filed for record or received for filing in the Office of the Judge of Probate.
8. Should the developer wish for the Marshall County Commission to accept the roads and streets for county maintenance, then he or she shall comply with the following:
 - a. The developer shall contact the County Engineering Department prior to the start of any road construction in order to have said road inspected by the County Engineer or his/her designee to ensure that the road conforms to the County's acceptance requirements (See Article V of the Subdivision Regulations and Appendices V and VI.
 - b. After the subdivision receives Final Approval from the County Commission and the roadway meets the acceptance requirements, the developer or owner may request, in writing, to the County Engineer for the start of the maintenance period. A maintenance bond in the amount of **ten (10) percent of the cost of the improvements** and should be included with the request for the start of the maintenance period. After County Commission Approval, the developer shall maintain road(s) for the maintenance period. The maintenance period shall be defined as one (1) year.
 - c. At the end of the maintenance period, the developer or owner shall request acceptance, in writing, to the County Engineer. The County Engineer shall conduct an inspection of the roadway and any

deficiencies shall be corrected by the developer. After deficiencies have been corrected to the satisfaction of the County Engineer, the roadway will then be accepted and the County will begin maintenance of the road(s).

Please note that this is not an all-inclusive list of the Marshall County Subdivision Regulations. This is a reference guide to help developers/owners with the submission process of a plat, approval of a plat, and to help ensure that road(s)/street(s) that are constructed by a developer conform to the County's road specifications in order to be accepted for County Maintenance upon Approval by the Marshall County Commission.