



**CITY OF ATHENS**  
 Engineering Services & Community  
 Development Department  
 Athens City Hall, 200 Hobbs St W, Athens, AL 35611  
 Phone: (256) 262-1412  
 Hours: Mon-Fri, 8:00 a.m. to 4:30 p.m.  
<mailto:ESCD@athensal.us>

**APPLICATION DATE:** \_\_\_\_\_

**SUBDIVISION APPLICATION**

**\*\*ALL INFORMATION MUST BE PROVIDED FOR APPLICATION TO BE CONSIDERED COMPLETE\*\***  
 SUBDIVISIONS AND CERTIFICATES ARE REGULATED BY THE [CITY OF ATHENS SUBDIVISION REGULATIONS](#)

**PROJECT NAME:** \_\_\_\_\_

**NAME OF APPLICANT:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**APPLICATION TYPE(S):**

(NOTE: EACH APPLICATION TYPE REQUIRES A SEPARATE APPLICATION AND FEE)

- |                   |  |                                      |
|-------------------|--|--------------------------------------|
| CERTIFICATE TO... | <input type="checkbox"/> SUBDIVIDE                       | <input type="checkbox"/> CONSOLIDATE |
| SUBDIVISION...    | <input type="checkbox"/> LAYOUT (required if >= 25 Lots) | <input type="checkbox"/> PRELIMINARY |
|                   | <input type="checkbox"/> FINAL*                          | <input type="checkbox"/> MINOR*      |

**\*SUBDIVISION FEE DUE AT TIME OF SUBMITTAL**

- LIST OF ADJACENT PROPERTY OWNERS IN A MICROSOFT OFFICE COMPATIBLE FORMAT
- ADDRESS LABELS FOR ADJACENT PROPERTY OWNERS, 4 LABELS PER ADJACENT PROPERTY OWNER
- NOTIFICATION #

**PAYMENT:**  CASH     CREDIT     CHECK # \_\_\_\_\_

SUBDIVISION FEE: (\$100/LOT) # OF PROPOSED LOTS \_\_\_\_\_ × \$100 PER LOT = FEE \$ \_\_\_\_\_ (Due at Final)

NOTIFICATION: \_\_\_\_\_ (# OF ADJOINING PROPERTY OWNERS)

**PROPERTY INFORMATION:**

PARCEL ID #(S):          
NUMBER OF PROPOSED LOTS: _____ <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> OTHER  NUMBER OF ACRES: _____

**CHECKLIST:**

- APPLICATION  PLAT / CERTIFICATE (1 PAPER COPY, 24" x 36")
- PDF COPY OF PLAT / CERTIFICATE
- PETITIONER (IF APPLICABLE: OWNERSHIP AUTHORIZATION, POWER OF ATTORNEY, PURCHASE AGREEMENT, OFFER, ETC.)

**NAMES OF CERTIFICATE(S)/SUBDIVISION(S):**

*IF MORE THAN ONE, PLEASE LIST ITEMS IN AN ORDER THAT MAKES SENSE WHEN PRESENTING.*

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**IF ANOTHER REQUEST THAT HAS THE SAME PROPERTY INVOLVED ON THE SAME AGENDA, DESCRIBE THE OTHER REQUEST:** \_\_\_\_\_

**WHAT IS THE GOAL OF THIS SUBDIVISION / CERTIFICATE?** \_\_\_\_\_

**NOTES (ANY INFORMATION HELPFUL TO REVIEW PROCESS:** \_\_\_\_\_

\_\_\_\_\_

**CONTACT INFORMATION:**

PROPERTY OWNER (1)	PROPERTY OWNER (2)
Company _____	Company _____
Name _____	Name _____
Address _____	Address _____
Address _____	Address _____
Phone _____	Phone _____
Email _____	Email _____

(PLEASE ATTACH A SEPARATE SHEET IF MORE THAN TWO PROPERTY OWNERS ARE INVOLVED.)

**PETITIONER**  
*FILL OUT THIS SECTION IF DIFFERENT FROM PROPERTY OWNER(S)*

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

**ENGINEER/SURVEYOR**

Company \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_