

**Form IX.**  
**APPLICATION FOR RESURVEY APPROVAL**  
**HOMEWOOD PLANNING COMMISSION**

Physical Address: \_\_\_\_\_

Date application filed: \_\_\_\_\_ Vacant lot(s)? \_\_\_\_\_

Subdivision location: \_\_\_\_\_

Tax map Parcel I.D. Number(s): \_\_\_\_\_

Acreage: \_\_\_\_\_ Number of proposed lots: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Proposed land use: \_\_\_\_\_

Activity requested by applicant: (please check as applicable)

Divide Property: \_\_\_\_\_ Move lot line(s): \_\_\_\_\_

Combine Property: \_\_\_\_\_ Other: \_\_\_\_\_

Applicant: \_\_\_\_\_ Owner: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
City State Zip

**Signature of Applicant**

**Signature of Owner**

Registered Land Surveyor: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

**FOR CITY USE ONLY**

Application received by: \_\_\_\_\_ on \_\_\_\_\_

\$ \_\_\_\_\_ Application fee\* received on \_\_\_\_\_ by receipt # \_\_\_\_\_

Application reviewed by Subdivision Administrator on \_\_\_\_\_

NPD Calculation: Completed by: \_\_\_\_\_ N/A: \_\_\_\_\_

Application approved by Subdivision Administrator on \_\_\_\_\_

Action taken by Planning Commission (if applicable) \_\_\_\_\_

\* \$200 resurvey fee, \$100 for Combining lots

**RESURVEY CHECKLIST**  
**Commercial / Residential**

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Subdivision Name / Parcel ID #

This form shall be completed and shall be certified by the designer/surveyor of the survey plat. The resurvey shall be legibly drawn on a Mylar material at a scale of not more than 100 feet to 1 inch, numbered in sequence if more than one sheet is used, and on standard size 11" x 17" or 24" x 36" sheet. The resurvey shall include, but not limited to, the following information that is applicable for the site: (check completed items)

1. Identification and Scale of Drawing

- Names and addresses of the owners
- The proposed or current subdivision name
- Date
- Name of the surveyor/engineer(s) name, address, telephone number, license number and name of business (no business name is required for independent work)
- Location of the subdivision by legal tie, quarter-quarter section, township, and range
- All signatures must be notarized (one notary signature may cover both the surveyor\engineer signatures for seal and statement)
- No sticky-back or other removable media may be used for signature line or seals.
- Raised notary and surveyor's seals (if surveyor\engineer seal is computer generated, this person must sign across the seal)
- Planning Commission Case No.

- North Arrow
- A Vicinity Sketch or key map
- Written and Graphic Scale

2. The location of existing and platted features on the land to be subdivided and on the adjoining land

- Current zoning and that of all contiguous land
- Property lines
- Streets and rights-of-way
- Location and classification of flood hazard areas
- The location and description of all monuments
- USPLS corner ties (government corners) must be shown. If more than one plat/sector is involved, also relate corner to last plat/sector.

- Easements and rights-of-way with purpose
- Bridges
- Names of adjacent subdivisions

3. The location of proposed features, improvements and property lines

- Lot lines
- Parks, and other common open spaces
- The names locations widths, and other dimensions of proposed streets, alleys, easements
- Building sites, if any, for multi-family dwellings, shopping centers, churches, industry, or other uses not single family residential
- Lots and blocks consecutively numbered or lettered in alphabetical order. The lots and blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively throughout the several additions
- The location and dimensions of all boundary lines of the property

- Building setback lines
- Reservations

4. Site data

- Reference any board of Zoning Case No. & variance applicable to this site.
- Number of residential lots or units
- Amount of acreage to be subdivided

- Square footage must be shown on all lots and remainders of parcel(s) that are smaller than one(1) acre in area
- Plus and minus (+/-) notations are not acceptable on a closed traverse
- All visible encroachments must be shown
- Area in parks and in other proposed nonresidential uses

5. Checklist Certification (for this form only, **do not put on plans**)

- Certification of Developer's Designer relative to completion of this checklist:

I, \_\_\_\_\_, a registered \_\_\_\_\_, hereby certify that all foregoing pertinent items have been incorporated into the Final Plat as indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Registration Number

6. Certifications to be placed on Resurvey Plat

Standards of Practice Statement must be written VERBATIM from the Standards of Practice rule 1.03, paragraph 1.

Endorsement by the Planning Commission, as follows:

***Final Plat approved by resolution of the Homewood Planning Commission on***

\_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
*Chairman*

\_\_\_\_\_  
*Secretary*

\_\_\_\_\_  
*Zoning Administrator*

\_\_\_\_\_, 20 \_\_\_\_  
*Date*

RECORD MAP TIMELINE

Expect a minimum of four (4) weeks before a map is recorded once it reaches the County. It has to be reviewed by various county departments before being taken to Probate Court for recording and assignation of the Map book and Page number.

Our office will pick up Mylar from the County and notify applicant to pick up at City of Homewood Engineering, Planning and Zoning Office.

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OTHER SIMILAR SIGNATURE BLOCKS /CERTIFICATIONS AS MENTIONED UNDER ITEM 1 SHOULD INCLUDE:

*Land Surveyor & Notary Public*

*Owner & Notary Public*

*Mortgage Holder & Notary Public*

All other standard notes as required.

*Hard Draft Copy will be sufficient for the Planning Commission Briefing (11" x 17" or 24"x36")*

Note: After Planning Commission Briefing, all corrections must be incorporated and turned in by the correction deadline. After staff approval of draft corrected copy, Mylar will need to be submitted with all signatures (exception being: PC Chairman, Secretary, Zoning Administrator and out-of-state Mortgage Company-if applicable) prior to Public Hearing.