

# ***SUBDIVISION COMMITTEE***

## ***WHEN MUST YOU GO BEFORE THE SUBDIVISION COMMITTEE MEETING?***

### **When You Want To:**

- **Subdivide** a Parcel of Land or an existing lot;
- **Combine** More than One existing Lot into one or more Lots;
- **Vacate** Public Rights-of-way and combine into an Abutting Lot;
- **Dedicate** a public right-of-way

## ***WHAT IS THE SUBDIVISION COMMITTEE?***

The Subdivision Committee is a subcommittee of the Birmingham Planning Commission. The committee is composed of five members (a quorum of at least 3 members is necessary to render a decision) who review proposals for subdividing land, combining lots, vacating public rights of way or dedicating public rights-of-way. The decisions of this Committee are final, except for vacations or dedications of public rights-of-way, which can only be approved by the Council of the City of Birmingham; appeals of Subdivision Committee decisions are made to the full Birmingham Planning Commission.

In cases involving the vacation of public rights-of-way and dedications, the Subdivision Committee makes a recommendation to the Birmingham City Council. The City Council sets a public hearing date for vacations and the case is advertised and reviewed by the Public Improvements Committee and then considered by the City Council. Only the City Council can approve the vacation of public rights-of-way.

## ***WHEN DOES THE SUBDIVISION COMMITTEE MEET?***

The Subdivision Committee meets in the City Council chambers at 5:30 pm on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month. Applicants must file their applications with the Department of Planning, Engineering & Permits at least two weeks before a regular meeting day to appear on that agenda.

## ***WHAT DO I NEED TO DO?***

File the application for subdivision with the Department of Planning, Engineering & Permits on the 2<sup>nd</sup> floor of City Hall (Room 210). Applications are available in Room 210 or can be downloaded online at [www.birminghamal.gov](http://www.birminghamal.gov). The telephone number for Room 210 is 254-2478.

The planning staff, in order to expedite the process for the Subdivision Committee, will assist in determining which materials are needed to submit to the Committee. Once you have submitted the required materials, the staff will schedule you for the earliest possible Committee meeting.

Generally, you will need to submit a preliminary or final plat of the changes to the properties drawn by a registered engineer or land surveyor (licensed in the City of Birmingham). You may simply submit the final plat pending approval.

Adjoining property owners and the officers of the Neighborhood Association are notified of the upcoming meeting and offered the opportunity to comment on the proposed changes before the Committee.

When the Committee has approved the final plat, the applicant will then pay the recording fee. Once this fee is paid, staff will submit the final plat to the Judge of Probate's Office for recording, thus completing the process.

Additional Requirements for Vacation of Public Rights-of-Way:

If you are requesting a vacation of public rights-of-way, you will need to submit a **Declaration of Vacation** which must be signed by all persons who own property that abuts or borders the property to be vacated.

The Subdivision Committee will review the case and forward to the City Council. The City Council sets a date for the public hearing and the case is forwarded to the Public Improvements Committee of the Council of the City of Birmingham for review. The City Council then holds a public hearing and votes on the vacation request.

The applicant will be notified by staff what the vacation fee will be. The amount of the vacation fee will be one-third of the value, as determined by multiplying the assessed value per square foot of all lots or tracts abutting that portion of the public right-of-way proposed for vacation, times the square foot area of the right-of-way to be vacated divided by three.

The amount of the vacation right-of-way fee will be waived for state, county and federal agencies, and not- for –profit organizations that have received an exemption from the payment of state ad valorem taxes for the then current tax year from the Jefferson County Tax Assessor. This vacation fee must be posted with the Department of Planning, Engineering & Permits office prior to the case being advanced to the City Council.

The case shall be advertised in a newspaper of general circulation for four consecutive weeks prior to the hearing by the City Council. The advertising fee is \$2,500 and is due to the Department of Planning, Engineering & Permits prior to the City Council setting the public hearing. Written notice of the hearing shall also be mailed at least 30 days prior to the hearing to all utilities and owners of property abutting the portion of the right of way proposed for vacation. The City Council will hear the request for the vacation as well as any opposition to the proposed vacation. The applicant, or a representative, should be present and be prepared to give a brief

presentation or answer any questions that might arise at the City Council meeting. The City Council will vote to **approve** or **not approve** the vacation request at the conclusion of the public hearing.

Upon Council assent to the vacation of the subject right-of-way(s), the applicant must submit a final plat drawn by a Registered Land Surveyor or a Civil Engineer which resurveys the subject right-of-way(s) into the abutting property. However, this submittal can be made concurrently with the application for the vacation (See Step #1).

The vacation is only completed when the vacated property is resurveyed into the abutting properties and the final plat is recorded and signed by City Engineer and Chief Planner, along with the signed and notarized Declaration of Vacation.

### ***WHEN IS A DEDICATION NECESSARY?***

When the subdivision of property requires that public access to the subject property be provided, the applicant must dedicate a public right-of-way. This is presented in the final plat and is likewise reviewed by the Subdivision Committee who will make a recommendation to the City Council. The dedication must be considered by the Council of the City of Birmingham for acceptance of the dedication. The certified copy of the Resolution accepting the dedication must be recorded on the final plat.

### ***WHAT DOCUMENTS OR MATERIALS WILL I NEED FOR PRESENTATION TO SUBDIVISION COMMITTEE?***

The original plat map and (5) five copies  
Vicinity map  
Names and addresses of adjacent property owners (Declaration of Vacation for a Vacation of Public Right of Way)  
Surveyor's certificate if there are existing buildings on property any required maps, plans or studies for any significant or high impact development.

### ***HOW LONG WILL IT ALL TAKE?***

Once a completed application has been received, and all fees paid, your request should be heard by the Subdivision Committee within 2-3 weeks. If the request includes a vacation, a decision will be made by the City Council within approximately 5 weeks after the Subdivision's decision.

**What:** Subdivision Committee

**Who:** Roderick Lowe (254-2003)

**When:** 2nd and 4<sup>th</sup> Wednesdays at 5:30pm

**Where:** Council Chambers, 3<sup>rd</sup> Floor City Hall

**How long:** Approximately 2-3 weeks for a simple subdivision action. If the request includes a vacation, a decision will be made by the City Council within approximately 5 weeks after the Subdivision's decision.

### ***Fees:***

**Filing fee** \$100.00

**Legal notices** \$6.67 for each adjoining property owner

**Lot fees** \$5.00 per lot  
\$5.00 per acre

Permit Counter  
Room 210, City Hall  
205-254-2904

Engineering  
Room 220, City Hall  
205-254-2247

Zoning  
Room 210, City Hall  
205-254-2478

Planning  
Room 500, City Hall  
205-254-2479

## **SUBDIVISION COMMITTEE**

### **CITY OF BIRMINGHAM**

### **RANDALL L. WOODFIN MAYOR**



**PUTTING PEOPLE FIRST**

[WWW.BIRMINGHAMAL.GOV](http://WWW.BIRMINGHAMAL.GOV)

### **DEPARTMENT OF PLANNING, ENGINEERING AND PERMITS**

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**KATRINA R. THOMAS, DIRECTOR**