



CITY OF **MONTGOMERY**, ALABAMA

PLAT PROCEDURES

We are accepting digital plans
landuse@montgomeryal.gov

Initial Submittal Requirements

- **Subdivision Plat**
- **Letter** requesting for approval by the Planning Commission, title of Plat, and who you are representing.
- **Adjoining property owners** (including across the street, except interstates) with complete mailing addresses (email list in a Word document).
- **Fees:**
 - Residential (preliminary): \$100, plus \$1 per lot
 - Residential (final): \$150, plus \$3 per lot
 - All other zones (preliminary): \$100, plus \$1 per lot
 - All other zones (final): \$200, plus \$5 per lot
 - ***Plus*** \$8.56 per certified mail for each adjoining property owner

Email your digital submission to landuse@montgomeryal.gov. Fees can be paid over the phone with a credit/debit card at 334-625-2722, or mail a check made payable to City of Montgomery at the address below.

****Plats must be prepared by a licensed land surveyor.***

The plat is reviewed for compliance with Subdivision Regulations and processed to be placed on the next available Planning Commission agenda. The Planning Commission meets on the 4th Thursday of each month (except November & December), and the deadline is 27 days prior to the meeting. If the subdivision creates new streets, please provide a list of potential street names that we can submit to the Street Name Committee for approval.

The plat is also distributed to city departments for review/compliance. Any revisions required by departments must be addressed and approved prior to recording.

Once the Planning Commission approves the plat, and we receive final approval from Engineering and Water Works, the plat can then be prepared for recording with Montgomery County.

Recording the Plat

Currently we still require ***hard copies*** for recording. Submit 7 hard copies to our office for final signature of the Executive Secretary of the Planning Commission and date of approval. Take 6 copies to Montgomery County Records & Recording Office located at 101 South Lawrence St., Montgomery, AL 36104 (entrance is at the corner of Washington Ave. & S. Lawrence St.). Land Use needs 2 recorded copies returned to our office.

Land Use staff will distribute to all relevant city departments, utilities, and postal service.