

PROCEDURE FOR CERTIFICATE TO SUBDIVIDE / CONSOLIDATE



City of Decatur, Planning & Development Department
402 Lee Street NE
Decatur, AL 35601
(256) 341-4720 / planning@decatur-al.gov

Name of Project: _____

Location of Project: _____

Name of Applicant: _____ Phone: _____

Address: _____ Email: _____

The applicant will be the point of contact for communication with city staff

Submit the following items to the Decatur City Planning Department Both Paper & Digital Copies.

The application may be submitted via:

- Mailed to: P.O. Box 488, Decatur, AL 35601
- Emailed to Planning@decatur-al.gov
- Hand delivered to 402 Lee Street NE, 4th Floor Planning.

Application Submission Requirements:

1. Letter of Authorization (*Required Template Attached Below*)
2. Copy of Property Deed showing Ownership
3. Originally Signed & Two Copies of the Certificate to Subdivide (*Required Template Attached Below*)
 - a. File Types Required: .docx or .pdf
4. A plat plan drawn by a registered engineer or a land surveyor; and meets and bounds description from the most current abstract or deed/
 - a. Must include original and adjoining boundaries.
 - b. A Survey will be Required by the Planning Department before Recording the Document.
5. Certificate to Subdivide or Consolidate Application Fee for the amount of \$200.00 made out to City of Decatur.

Upon Submission the Application will be Reviewed Based Upon the following Criteria:

1. Do all proposed lots have direct access to publicly dedicated and accepted, and opened streets?
2. Do all proposed lots have direct access to publicly dedicated and accepted water and sewer mains?
3. If public sewer main is not available, do all proposed lots meet minimum standards for a private septic system according to the State of Alabama Public Health standards?
4. No public improvements or extension of utilities, (streets, drainage, water, sewer, etc.) are required.
5. Preferably, a certificate should be little more than the “adjustment” of lot lines between existing lots in a platted subdivision.

6. That portion of lots fronting existing public streets, will require “formal dedication” of property as public right-of-way if such has never been granted, to be determined by the City Engineer.
7. Major existing drainage ways will require “formal dedication” of drainage easements, and widths will be determined by the City Engineer.
8. Definition of Certificate to Subdivide: “Any subdivision containing not more than three (3) lots fronting on an existing, improved street, not involving any new street or road, or the extension of municipal facilities, or the creation of any public improvements, and not adversely affecting the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the Master Plan, Official Map, Zoning Ordinance, or these regulations.”

Page 6, Subdivision Regulations of the City of Decatur, Alabama, Revised April 21st, 2026.

This sample is provided to help prepare a legal document for recording. We will require an originally prepared document as part of your final submission.

**LETTER OF AUTHORIZATION
TO SUBDIVIDE OR CONSOLIDATE PROPERTY**

Date_____

Decatur City Planning Department
P.O. Box 488
Decatur, AL 35602

Ladies & Gentlemen:

I _____, the owner, do herewith request that the property described in the attached Certificate to Subdivide/Consolidate, be processed as stated herein.

Signature

Address

Phone number

STATE OF ALABAMA
COUNTY OF _____

I, _____, a Notary Public in and for said State at Large, hereby certify that _____, whose name is signed to the foregoing document, and

_____ who is known to me, or
_____ whose identity I proved on the basis of _____

and that being informed of the contents of the document, he/she, as such officer and with full authority, executed the same voluntarily on the day the same bears date.

Given under my hand and official seal this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

CERTIFICATE TO SUBDIVIDE / CONSOLIDATE

STATE OF ALABAMA)

MORGAN COUNTY)

KNOW ALL MEN BY THESE PRESENTS THAT:

The Decatur City Planning Department does hereby certify that it has received a request from _____, the owner of the following described real estate, situated in Morgan County, Alabama, to wit:

(Description for each unit inserted here)

for permission to convey, hold, sell, purchase, or otherwise treat said property in ____ unit(s) or parcel(s) as follows, to-wit:

(Description for each unit inserted here)

It is further certified that the Decatur City Planning Department has determined that the conveyance, holding, selling, purchasing, leasing and otherwise treating the said property in _____ unit(s) or parcel(s) as the subdivision of land contained in the Subdivision Regulations of the City of Decatur, and the above aforesaid is in harmony and conformity with the general requirements and minimum standards of design for described units may be conveyed without destroying the intent of said regulations and in conformity with the general requirements and minimum standards, as aforesaid, and the said Planning Department does hereby authorize and approve the conveyance of deed, lease, mortgage, or other form of conveyance of said above described units by said owner and by any other person having an interest therein or being a successor in title thereto; provided, however, that said units as hereinabove particularly described and designated may not hereafter be conveyed without further approval of the Planning Department, except in the footages and frontages as herein approved for the conveyance of said units and as complete units as hereinabove described.

IN WITNESS WHEREOF, the Decatur City Planning Department has caused this certificate to be issued

and executed by its Director on this the _____ day of _____, 20____.

DECATUR CITY PLANNING DEPARTMENT

BY: _____

Its Director

STATE OF ALABAMA)

MORGAN COUNTY)

I, _____, a Notary Public in and for said County in said State hereby certify that

_____, whose name as Director of the Decatur City Planning Department is signed to the foregoing certificate and who is known to me, acknowledged before me on this day that being informed of the contents of the certificate, he, in his capacity as Director of the Decatur City Planning Department executed the same voluntarily for and as the act of said Planning Department and with full authority.

GIVEN under my hand and the seal of my office, this the _____ day of _____, 20_____.

NOTARY PUBLIC