

St. Clair County

Requirements for Recording a Subdivision Plat

Effective Date: August 8, 2017

1. Turn in preliminary Plat to County Engineer to check curve information, grades, and screen for Flood Plain area (For subdivisions in areas of the county that are not incorporated).
2. Legal description of property (legible). All lines must be identified with dimensions such as bearings, curve data, etc.
3. Owner's signature.
4. Owner's signature Notarized.
5. Surveyor's
 - a. Printed / typed name (legible)
 - b. Signature with date
 - c. Registration number (legible)
 - d. Seal
6. Subdivision Plat within an incorporated area must have Town/City official's approval signature(s) with date(s).
7. St. Clair County Health Department authorized approval signature. *
8. Alabama Power approval signature or correspondence *
9. E-911 Office signature for verification of road name(s) and adding property addresses.
10. All Plats must be printed on nothing smaller than 1" to 200' to 1 scale, with all print being legible.
11. Any Plat with multiple pages must have initial blocks with dates.

Note: Steps 1 – 11 must be completed before proceeding to step 12

12. St. Clair County Engineer signature.
13. Record Plat with St. Clair County Probate.
14. Any Plat not legible after scanning must be redone at owner's expense.

Adopted August 8, 2017

***Requirement may be waived should the plat represent property divisions, re-surveys, etc. where residential or commercial development is not deemed to be the owner's intent as determined exclusively by the County Engineer. Should the County Engineer not require recordation pursuant to the above, the division shall be described with metes and bounds type description.**