

APPENDIX B - SAMPLE CERTIFICATIONS

SAMPLE CERTIFICATIONS FOR MAJOR AND MINOR SUBDIVISION PLATS

MISCELLANEOUS NOTES

BUILDING, FIRE AND UTILITY REQUIREMENTS

All lots shall comply with applicable utility and fire protection requirements, including without limitation, the Zoning Ordinance of the City of Bay Minette Zoning, the Subdivision Regulations of the City of Bay Minette, and the 2018 International Residential Code and 2021 International Fire Code, as adopted by the City of Bay Minette. No lot shall be eligible for a certificate of occupancy until all utility and fire protection requirements have been satisfied in connection therewith.

PLATS STRADDLING JURISDICTIONS

This plat is being reviewed by the City of Bay Minette pursuant to paragraph 5 of the agreement between the City of Bay Minette and the Baldwin County Commission concerning the exercise of subdivision regulations within the planning jurisdiction of the municipal planning commission.

SURVEY CERTIFICATIONS

SURVEYOR'S CERTIFICATE AND DESCRIPTION OF PROPERTY

STATE OF ALABAMA
COUNTY OF BALDWIN

I, _____, a licensed Surveyor of Baldwin County, Alabama, hereby certify that I have surveyed the property of _____, owner, situated in Baldwin County, Alabama and described as follows:

DESCRIPTION OF SURVEY

(INSERT LEGAL DESCRIPTION)

And that the plat or map contained hereon is a true and correct map showing the subdivision into which the property described is divided giving the length and bearings of the boundaries of each lot and easement and its number and showing the streets, alleys and public grounds and giving the bearings, length, width and names of the streets, said map further shows the relation of the land so platted to the Government Survey, and that permanent monuments have been placed at points marked thus (____) as hereon shown. I further certify that all parts of this survey and drawing have been completed in accordance with the requirements of the Standards of Practice of land surveying in the State of Alabama to the best of my knowledge, information, and belief.

WITNESS my hand this _____ day of _____, 20_____.

Surveyor

Alabama License # _____

**FOR ENTITY/CORPORATION(S) OWNERSHIP
CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (WE), _____, _____ OF _____, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT THE STREETS, DRIVES, ALLEYS AND EASEMENTS, AS SHOWN ON SAID PLAT, ARE HEREBY DEDICATED TO THE USE OF THE PUBLIC OR AS OTHERWISE NOTED.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

CERTIFICATE OF OWNERSHIP

I (WE), _____, _____ OF _____, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT NO ARE TO BE DEDICATED TO THE USE OF THE PUBLIC.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

MORTGAGEE'S ACCEPTANCE

IN WITNESS WHEREOF, (INSERT NAME OF AUTHORIZED REPRESENTATIVE) OF (INSERT NAME OF FINANCIAL INSTITUTION), THE OWNERS OF THE MORTGAGE ON THE ATTACHED DESCRIBED PROPERTY, HAS CAUSED THIS INSTRUMENT TO BE EXECUTED BY THE UNDERSIGNED OFFICER(S), THEREUNTO DULY AUTHORIZED ON THIS THE _____ DAY OF _____, 20__.

MORTGAGEE: (INSERT NAME OF FINANCIAL INSTITUTION)

BY: _____

AS ITS: _____

ACKNOWLEDGMENT FOR ENTITY

STATE OF ALABAMA
COUNTY OF BALDWIN

I, _____, A NOTARY PUBLIC IN AND FOR THE COUNTY OF BALDWIN IN THE STATE OF ALABAMA, HEREBY CERTIFIES THAT _____, WHOSE NAME AS _____, IS SUBSCRIBED TO THE CERTIFICATION OF OWNERSHIP AND DEDICATION, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED BEFORE ME ON THIS DAY THAT, BEING INFORMED OF THE CONTENTS OF THE INSTRUMENT, THEY, AS SUCH OFFICER AND WITH FULL AUTHORITY, EXECUTED THE SAME VOLUNTARILY FOR AND AS THE ACT OF SAID ENTITY.

GIVEN UNDER MY HAND AND NOTARIAL SEAL

THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

FOR OWNERSHIP BY INDIVIDUAL(S)

CERTIFICATE OF OWNERSHIP

I (WE), _____, THE UNDERSIGNED, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, AS INDICATED HEREON FOR THE USES AND PURPOSES HEREIN SET FORTH, A PART OF SECTION _____, T_____, R_____, BALDWIN COUNTY, ALABAMA, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT NO STREETS ARE TO BE DEDICATED TO THE USE OF THE PUBLIC.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE), _____, THE UNDERSIGNED, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, AS INDICATED HEREON FOR THE USES AND PURPOSES HEREIN SET FORTH, A PART OF SECTION _____, T_____, R_____, BALDWIN COUNTY, ALABAMA, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT THE STREETS, DRIVES, ALLEYS AND EASEMENTS, AS SHOWN ON SAID PLAT, ARE HEREBY DEDICATED TO THE USE OF THE PUBLIC OR AS OTHERWISE NOTED.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

CERTIFICATION BY NOTARY PUBLIC

STATE OF ALABAMA
COUNTY OF BALDWIN

I, _____, A NOTARY PUBLIC IN AND FOR THE COUNTY OF BALDWIN IN THE STATE OF ALABAMA, HEREBY CERTIFIES THAT WHOSE NAME(S) IS (ARE) SUBSCRIBED TO THE CERTIFICATION OF OWNERSHIP AND DEDICATION, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY, AS OWNER, AND WITH FULL AUTHORITY, EXECUTED THE SAME VOLUNTARILY.

GIVEN UNDER MY HAND AND NOTARIAL SEAL

THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

CERTIFICATE OF APPROVAL BY THE CITY OF BAY MINETTE PLANNING COMMISSION

I, _____, THE UNDERSIGNED, AS AUTHORIZED BY THE BAY MINETTE PLANNING AND ZONING COMMISSION, HEREBY CERTIFIES THAT, AT ITS MEETING OF _____, THE SUBDIVISION PLAT SHOWN HEREON HAS BEEN FOUND TO COMPLY WITH THE CITY OF BAY MINETTE SUBDIVISION REGULATIONS WITH THE EXCEPTION OF SUCH VARIANCES, IF ANY, AS ARE NOTED IN THE MINUTES OF THE PLANNING COMMISSION AND WRITTEN UPON SAID PLAT AND THAT THE PLANNING COMMISSION APPROVED THE WITHIN PLAT FOR THE RECORDING OF SAME IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA.

THIS _____ DAY OF _____, 20_____

AUTHORIZED REPRESENTATIVE

CERTIFICATION OF APPROVAL BY BALDWIN COUNTY E-911 GIS/ADDRESSING

THE UNDERSIGNED, AS AUTHORIZED BY THE BALDWIN COUNTY E-911 BOARD, HEREBY APPROVES THE ROAD NAMES AS DEPICTED ON THE WITHIN PLAT AND HEREBY APPROVES THE WITHIN PLAT FOR THE RECORDING OF SAME IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA.

THIS _____ DAY OF _____, 20_____

BALDWIN COUNTY E-911 AUTHORIZED SIGNATURE

CERTIFICATION OF APPROVAL BY UTILITIES

CERTIFICATE OF APPROVAL BY THE
(INSERT NAME OF ELECTRIC, WATER, OR SEWER UTILITY)

THE UNDERSIGNED, AS AUTHORIZED BY THE (NAME OF ELECTRIC, WATER, OR SEWER UTILITY) HEREBY APPROVES THE WITHIN PLAT FOR THE RECORDING OF SAME IN THE PROBATE OFFICE OF BALDWIN COUNTY, ALABAMA, THIS DAY OF _____, 20_____.

AUTHORIZED SIGNATURE

CERTIFICATE OF APPROVAL BY THE BALDWIN COUNTY HEALTH DEPARTMENT

THE LOT(S) ON THIS PLAT ARE SUBJECT TO APPROVAL OR DELETION BY THE BALDWIN COUNTY HEALTH DEPARTMENT. THE APPROVALS MAY CONTAIN CERTAIN CONDITIONS PERTAINING TO THE ONSITE WASTEWATER TREATMENT SYSTEM(S) THAT COULD RESTRICT THE USE OF THE LOT(S) OR OBLIGATE OWNERS TO SPECIAL MAINTENANCE AND REPORTING REQUIREMENTS. THESE CONDITIONS ARE ON FILE WITH THE SAID HEALTH DEPARTMENT AND ARE MADE A PART OF THIS PLAT AS IF SET OUT HEREON. SIGNED THIS THE _____ DAY OF _____, 20____.

AUTHORIZED SIGNATURE

OR

THE LOT(S) ON THIS PLAT MEET THE ALLOWED EXEMPTIONS TO THE LARGE-FLOW DEVELOPMENT RULES AS PROVIDED IN 420-3-1-.17 OF THE ONSITE SEWAGE TREATMENT AND DISPOSAL REGULATIONS, AND THE HEREIN PLAT IS APPROVED FOR RECORDING, THIS THE _____ DAY OF _____ 20____. THE SIGNATURE AFFIXED HEREON DOES NOT IMPLY AN APPROVAL FOR ANY EXISTING OR FUTURE ONSITE SEWAGE TREATMENT SYSTEM.

AUTHORIZED SIGNATURE

ENGINEER'S CERTIFICATION OF IMPROVEMENTS

LICENSED ENGINEER'S CERTIFICATION OF IMPROVEMENTS

I, _____, THE UNDERSIGNED, A LICENSED PROFESSIONAL ENGINEER IN THE STATE OF ALABAMA WITH A LICENSE NUMBER OF _____, HEREBY CERTIFY THAT I HAVE DESIGNED THE WITHIN IMPROVEMENTS IN CONFORMITY WITH APPLICABLE CODES AND LAWS AND WITH THE PRINCIPLES OF GOOD ENGINEERING PRACTICE INCLUDING THE DESIGN REQUIREMENTS OF THE CITY OF BAY MINETTE SUBDIVISION REGULATIONS. I FURTHER CERTIFY THAT I HAVE PROVIDED OVERSIGHT OF THE CONSTRUCTION TO MY DESIGN, AND THAT TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE WITHIN IS A TRUE AND ACCURATE REPRESENTATION OF IMPROVEMENTS AS INSTALLED.

ENGINEER

DATE

FIRM

SAMPLE CERTIFICATIONS FOR EXEMPT SUBDIVISIONS

MISCELLANEOUS NOTES

BUILDING, FIRE AND UTILITY REQUIREMENTS

All lots shall comply with applicable utility and fire protection requirements, including without limitation, the Zoning Ordinance of the City of Bay Minette Zoning, the Subdivision Regulations of the City of Bay Minette, and the 2018 International Residential Code and 2021 International Fire Code, as adopted by the City of Bay Minette. No lot shall be eligible for a certificate of occupancy until all utility and fire protection requirements have been satisfied in connection therewith.

PLATS STRADDLING JURISDICTIONS

This plat is being reviewed by the City of Bay Minette pursuant to paragraph 5 of the agreement between the City of Bay Minette and the Baldwin County Commission concerning the exercise of subdivision regulations within the planning jurisdiction of the municipal planning commission.

SURVEY CERTIFICATIONS

SURVEYOR'S CERTIFICATE AND DESCRIPTION OF PROPERTY

STATE OF ALABAMA
COUNTY OF BALDWIN

I, _____, a licensed Surveyor of Baldwin County, Alabama, hereby certify that I have surveyed the property of _____, owner, situated in Baldwin County, Alabama and described as follows:

DESCRIPTION OF SURVEY

(INSERT LEGAL DESCRIPTION)

And that the plat or map contained hereon is a true and correct map showing the subdivision into which the property described is divided giving the length and bearings of the boundaries of each lot and easement and its number and showing the streets, alleys and public grounds and giving the bearings, length, width and names of the streets, said map further shows the relation of the land so platted to the Government Survey, and that permanent monuments have been placed at points marked thus (____) as hereon shown. I further certify that all parts of this survey and drawing have been completed in accordance with the requirements of the Standards of Practice of land surveying in the State of Alabama to the best of my knowledge, information, and belief.

WITNESS my hand this _____ day of _____, 20____.

Surveyor

Alabama License # _____

FOR OWNERSHIP BY INDIVIDUAL(S)

CERTIFICATE OF OWNERSHIP

I (WE), _____, THE UNDERSIGNED, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, AS INDICATED HEREON FOR THE USES AND PURPOSES HEREIN SET FORTH, A PART OF SECTION _____, T_____, R_____, BALDWIN COUNTY, ALABAMA, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT NO STREETS ARE TO BE DEDICATED TO THE USE OF THE PUBLIC.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE), _____, THE UNDERSIGNED, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, AS INDICATED HEREON FOR THE USES AND PURPOSES HEREIN SET FORTH, A PART OF SECTION _____, T_____, R_____, BALDWIN COUNTY, ALABAMA, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT THE STREETS, DRIVES, ALLEYS AND EASEMENTS, AS SHOWN ON SAID PLAT, ARE HEREBY DEDICATED TO THE USE OF THE PUBLIC OR AS OTHERWISE NOTED.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

CERTIFICATION BY NOTARY PUBLIC

STATE OF ALABAMA
COUNTY OF BALDWIN

I, _____, A NOTARY PUBLIC IN AND FOR THE COUNTY OF BALDWIN IN THE STATE OF ALABAMA, HEREBY CERTIFIES THAT WHOSE NAME(S) IS (ARE) SUBSCRIBED TO THE CERTIFICATION OF OWNERSHIP AND DEDICATION, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED THAT THEY, AS OWNER, AND WITH FULL AUTHORITY, EXECUTED THE SAME VOLUNTARILY.

GIVEN UNDER MY HAND AND NOTARIAL SEAL

THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

FOR ENTITY/CORPORATION(S) OWNERSHIP

CERTIFICATE OF OWNERSHIP AND DEDICATION

I (WE), _____, _____ OF _____, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT THE STREETS, DRIVES, ALLEYS AND EASEMENTS, AS SHOWN ON SAID PLAT, ARE HEREBY DEDICATED TO THE USE OF THE PUBLIC OR AS OTHERWISE NOTED.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

CERTIFICATE OF OWNERSHIP

I (WE), _____, _____ OF _____, AS PROPRIETOR(S), HAVE CAUSED THE LAND SHOWN AND DESCRIBED IN THE WITHIN PLAT TO BE SURVEYED, LAID OUT AND PLATTED TO BE KNOWN AS _____, TOGETHER WITH SUCH RESTRICTIONS AND COVENANTS NOTED BELOW OR ATTACHED IN A SEPARATE LEGAL DOCUMENT; AND THAT NO ARE TO BE DEDICATED TO THE USE OF THE PUBLIC.

THIS _____ DAY OF _____, 20_____

SIGNATURE(S)

MORTGAGEE'S ACCEPTANCE

IN WITNESS WHEREOF, (INSERT NAME OF AUTHORIZED REPRESENTATIVE) OF (INSERT NAME OF FINANCIAL INSTITUTION), THE OWNERS OF THE MORTGAGE ON THE ATTACHED DESCRIBED PROPERTY, HAS CAUSED THIS INSTRUMENT TO BE EXECUTED BY THE UNDERSIGNED OFFICER(S), THEREUNTO DULY AUTHORIZED ON THIS THE _____ DAY OF _____, 20__.

MORTGAGEE: (INSERT NAME OF FINANCIAL INSTITUTION)

BY: _____

AS ITS: _____

ACKNOWLEDGMENT FOR ENTITY

STATE OF ALABAMA
COUNTY OF BALDWIN

I, _____, A NOTARY PUBLIC IN AND FOR THE COUNTY OF BALDWIN IN THE STATE OF ALABAMA, HEREBY CERTIFIES THAT _____, WHOSE NAME AS _____, IS SUBSCRIBED TO THE CERTIFICATION OF OWNERSHIP AND DEDICATION, APPEARED BEFORE ME THIS DAY IN PERSON AND ACKNOWLEDGED BEFORE ME ON THIS DAY THAT, BEING INFORMED OF THE CONTENTS OF THE INSTRUMENT, THEY, AS SUCH OFFICER AND WITH FULL AUTHORITY, EXECUTED THE SAME VOLUNTARILY FOR AND AS THE ACT OF SAID ENTITY.

GIVEN UNDER MY HAND AND NOTARIAL SEAL

THIS _____ DAY OF _____, 20_____

NOTARY PUBLIC
MY COMMISSION EXPIRES: _____

CERTIFICATE OF APPROVAL BY THE CITY OF BAY MINETTE

I, _____, THE UNDERSIGNED, AS PLANNER FOR THE CITY OF BAY MINETTE, HEREBY AUTHORIZE THE WITHIN PLAT FOR THE RECORDING OF SAME IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA.

THIS _____ DAY OF _____, 20_____

BAY MINETTE CITY PLANNER

CERTIFICATION OF APPROVAL BY BALDWIN COUNTY E-911 GIS/ADDRESSING

THE UNDERSIGNED, AS AUTHORIZED BY THE BALDWIN COUNTY E-911 BOARD, HEREBY APPROVES THE ROAD NAMES AS DEPICTED ON THE WITHIN PLAT AND HEREBY APPROVES THE WITHIN PLAT FOR THE RECORDING OF SAME IN THE OFFICE OF THE JUDGE OF PROBATE, BALDWIN COUNTY, ALABAMA.

THIS _____ DAY OF _____, 20_____

BALDWIN COUNTY E-911 AUTHORIZED SIGNATURE