

# REQUEST FOR AN EXEMPT SUBDIVISION LETTER

## LETTER SUBMITTAL REQUIREMENTS/CHECKLIST:

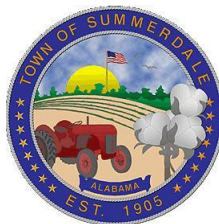
The following items must be submitted:

- A copy of the “Request for an Exempt Subdivision Letter” form attached, completed, signed by the property owner(s) and dated. If someone other than the property owner is requesting a subdivision exemption, written authorization from the property owner(s) must be submitted;
- Parcel Number and PIN Number shown on survey or Subdivision Plat;
- Survey or Subdivision Plat and full legal description of the original parcel;
- Survey or Subdivision Plat and full legal description of the proposed division;
- Attachments to substantiate the request such as court orders, death certificate, deeds, etc;
- Once exemption is granted, a copy of the recorded survey, subdivision plat, legal description / deed, and exemption letter must be returned to the Summerdale Town Hall for records.

**Completed forms and attachments may be mailed or emailed to:**

Town of Summerdale  
Community Development Department  
Planning & Zoning  
502 W Lee Ave, Ste. C  
Summerdale, AL 36580

[planning@summerdaleal.com](mailto:planning@summerdaleal.com)



**Town of Summerdale Planning & Zoning  
Request for an Exempt Subdivision Letter**

I (We) am requesting a subdivision exemption letter from the Town of Summerdale Subdivision Regulations for the following:

Parcel: \_\_\_\_\_ PIN: \_\_\_\_\_

Check the appropriate box:

- Subdivision of land by testamentary or interstate provisions (death of owner)
- Subdivision of land by court order
- When two or more lots are combined to create one lot or parcel that meets the lot size requirements for the zoning district in which the lots are located.
- Lot line relocating so long as it is not creating an additional parcel(s) that do not meet the parcel size requirements for the zoning district in which the lots are located.
- One time split into no more than 2 lots, where the resulting lots meet the lot requirements set forth in these regulations and the requirements for the zoning district in which the lots are located. The stricter of the two regulations apply. Proper access shall be required to both resulting lots and shall be to the discretion of the approving Planning staff.
- The division of land wherein the size of each and every resulting parcel of land equals or exceeds five (5) acres, including public rights-of-way and involves no street or other public improvements;
- Family division of land (related family: spouse, children, siblings, parents, grandparents, grandchildren, or step-related individuals of the same status. If requesting a family division of land: Name of person the property is being deeded to: \_\_\_\_\_

And relationship to me is: \_\_\_\_\_

If more lines are needed for multiple parties, please use the additional sheet attached.

*Deeds must be recorded with the Judge of Probate and a copy returned to the Summerdale Town Hall for records.*

**IF A FAMILY EXEMPTION IS GRANTED, THE PROPERTY MUST REMAIN IN THAT FAMILY NAME/POSSESSION FOR 24 MONTHS AFTER THE DATE OF THE RECORDED PLAN/DEED. IF THE PROPERTY IS SOLD TO ANY OTHER PARTY, THE EXEMPTION IS VOID AND PENALTIES MAY APPLY.**

**I certify that to the best of my knowledge, all information supplied with this request is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will result in the request being denied until all information is completed.**

**Print Name of Property Owner or Authorized Agent:** \_\_\_\_\_

\_\_\_\_\_

**Signature of Property Owner or Authorized Agent:** \_\_\_\_\_

\_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Additional Spaces if needed:**

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And relationship to me is: \_\_\_\_\_

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And relationship to me is: \_\_\_\_\_

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And relationship to me is: \_\_\_\_\_

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And relationship to me is: \_\_\_\_\_

**\*\*For all qualifying exempt subdivision submissions not requiring Planning Commission approval, please allow 5-7 business days from the day of completed application submission.**