



# JEFFERSON COUNTY, ALABAMA

## Subdivisions

Divisions of property in unincorporated Jefferson County (not in a city) must comply with the Jefferson County Subdivision and Construction Regulations.

Any division of land, whether it be into 2 lots, or 200 lots with new roads, is a “subdivision” and must be approved by the Planning and Zoning Commission (P&Z) before the subdivision can be recorded in the Probate Office and building permits are issued. Also, any change to lots lines in an existing, recorded subdivision must have a resurvey approved by P&Z.

Applications to P&Z for subdivision approval are filed in the Department of Development Services (DDS).

P&Z can only approve subdivisions that are in full compliance with the Zoning Regulations. If the subdivision property must be rezoned, you may apply for both rezoning and subdivision approval at the same time. However, the rezoning process takes longer to complete:

- Subdivision Approval requires only one hearing by P&Z.
- Rezoning requires two hearings: one by P&Z for a recommendation, and one by the County Commission for final approval.

\*\*\* Approval of one application does not \*\*\*  
Guarantee approval of the other

## FILING A SUBDIVISION CASE

You must hire a surveyor to begin this process. DDS staff is always available to meet with you to answer questions and guide you through the subdivision process before you spend money.

***Call ahead & schedule to an appointment.***

**The Subdivision Process is comprised of two major steps:**

- 1) Preliminary Plat Approval, and
- 2) Final Plat Approval.

**Preliminary Plat Approval:** P&Z has a monthly public hearing on requests for Preliminary Plat approval. Public notice to adjoining property owners is required by law. P&Z will listen to all comments before deciding to approve or deny the request.

If infrastructure improvements (roads, sewerage, etc.) are required, Construction Plans must be approved prior to Final Plat Approval.

**Final Plat Approval:** A Final Plat is submitted to DDS for review and approval by affected Jefferson County Departments.

- An electronic submission of the proposed Final Plat is submitted to DDS for distribution and review by affected departments (DDS, Roads & Transportation, and Environmental Services).
- A process of review and revision is made to the proposed electronic file as needed for the plat to reach an approvable form to meet State and County laws
- A mylar of the Final Plat is submitted for formal approval and signatures, along with the fee for recording the map in the Office of Probate.
- If using an on-site septic system, the applicant is responsible for obtaining Jefferson County Health Department approval.
- The approved Final Plat mylar is recorded in Probate by DDS staff, and applicant is contacted to pick up recorded Final Plat.



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## To File a Subdivision Application

Applications may be filed electronically through the Jefferson County EPermitJC Portal:

<https://permits.jccal.org/citizenaccess>

After registering and logging on, the user should select **Planning** tab, read & accept the disclaimer, and select **Planning** underneath the search box. User should choose **Subdivision Case** for a new subdivision case, and **Subdivision Plat Map** for the Final Plat submission (if the Subdivision Case is approved).

## EXEMPTIONS from the Subdivision and Construction Regulations

Section 201.04 of the Subdivision and Construction Regulations provides an exemption from P&Z review and approval in certain cases, including: Divisions of property by testamentary or intestate provisions; and Divisions of property upon a court order. **NOTE: Exceptions regarding family splits or subdivisions resulting in tracts larger than ten acres are no longer allowed.**

## Additional Information Sheets you may need:

- **Subdivision & Construction Regulations Zoning Regulations**
- **Major Development Checklist**
- **Floodplain Regulations and/or Floodplain Development Permit**
- **How to Rezone Property**

### Jefferson County Development Services

716 Richard Arrington Jr. Blvd. N. Room B200 Hours are 7:30 to 4:30, Monday - Friday  
**(205) 325-5321**

### Addressing Division

**(205) 325-5174**

### Jefferson County Health Department

Birmingham – 1400 6<sup>th</sup> Avenue S.  
Hours are 7:30-4:30 Monday – Friday  
**(205) 930-1230**

### Jefferson County Environmental Services

716 Richard Arrington Jr. Blvd. N. Room 300A Hours are 8:00-5:00 Monday – Friday  
**(205) 325-5138**

### Jefferson County Roads & Transportation 716

Richard Arrington Jr. Blvd N. Room 200  
Hours are 8:00-5:00 Monday – Friday  
**(205) 325-5157**

### Judge of Probate – Bessemer Division 1801 3rd

Avenue North – Room 101  
Hours are 8:00 – 4:00  
**(205)325-5411**

### Judge of Probate – Birmingham Division

760 Richard Arrington Jr Blvd North  
Birmingham, AL 35203  
**(205)481-4100**

### Bessemer Jefferson County Courthouse

1801 3rd Avenue North  
Bessemer, AL. 35020 (205)481-4110  
(Free on-street parking available)

### Birmingham Jefferson County Courthouse

760 Richard Arrington Jr Blvd North  
Birmingham, AL 35203  
(205)325-5311  
(Paid parking across the street)

Visit our website [www.jccal.org/ds](http://www.jccal.org/ds)