



Case No. _____

SPANISH FORT PLANNING COMMISSION APPLICATION FOR SITE PLAN REVIEW

**Site Plan applications must include completed Site Plan Checklist (attached)*

Project Name or Description		Property Address	
Tax Parcel Number(s)		Current Zoning of Property	
Describe Proposed Improvements or Use of the Property			
Proposed Setbacks	FRONT: _____'	REAR: _____'	RIGHT: _____' LEFT: _____'
OTHER INFORMATION			
NOTE: IF MORE SPACE IS REQUIRED, OR IF ADDITIONAL INFORMATION IS BEING SUBMITTED, PLEASE ATTACH DOCUMENTS TO THE BACK OF THIS APPLICATION.			
Building Height _____'	Number of Stories _____	Property Size _____ acres	Percent of Lot Coverage _____ %
Name of Applicant or Owner		Mailing Address Street Address City _____ State _____ Zip Code _____	
Phone Number _____		Email Address _____	
Name of Engineer/Agent, if other than Applicant		Mailing Address Street Address City _____ State _____ Zip Code _____	
Engineer AL State License No. (Required)		City _____ State _____ Zip Code _____	
Phone Number _____		Email Address _____	

Amount Paid: \$500.00

I (we), the undersigned applicant/owner, understand that this application alone does not constitute approval or permission to construct any building or structures on the above referenced property, nor does the payment of any fees entitle me (us) to approval of this application

Signed: _____

Date: _____



Case No. _____

SPANISH FORT PLANNING COMMISSION SITE PLAN REVIEW CHECKLIST

**Please note, site plans must be signed and sealed by an Alabama State Licensed Engineer*

Name of Development: _____

Name of Applicant(s): _____

Tax Parcel No(s): _____

All applicable requirements in the Spanish Fort Zoning Ordinance (No. 51-96), Article VI, Section 6.33 including but not limited to the following, shall be submitted no later than the **second Tuesday of the month**:

1. _____ Completed application form, including this checklist
2. _____ Application fee payable to the City of Spanish Fort
3. _____ Letters from utility companies
4. _____ Recorded Ownership interests, including liens, encumbrances, title certification in the form of a current title policy, title opinion or title report and the nature of the developer's interest, if the developer is not the owner
5. _____ Traffic impact analysis and corrective measures to address detrimental conditions brought about by the development
6. _____ Stormwater calculations
7. _____ In the case of plans which call for development over a period of years, a schedule indicating the proposed times within which applications for building permits are intended to be filed
8. _____ Plot plan of the proposed project, drawn to scale, depicting the following:
 - a. _____ The location and size of the site including its legal description and a current certified survey
 - b. _____ Site data table(s) indicating the following:
 - i. _____ Current zoning classification of subject property
 - ii. _____ Any setback or buffer requirements
 - iii. _____ Total acreage of the property
 - iv. _____ The density or intensity of land use – including building area, concrete, asphalt, gravel, grass/landscaped, etc. – to be allocated to all parts of the site together with tabulations by acreage and percentages thereof itemized by use and density, including building

- v. _____ Parking data including the minimum number of parking spaces required (including handicap) and the total number of spaces provided.
- c. _____ A vicinity map showing the site relation to surrounding property
- d. _____ The relationship of the site to existing development in the area including streets, utilities, residential and commercial development, and physical features of the land including significant ecological features such as jurisdictional wetlands. This information may be combined with requirements for the vicinity map specified above
- e. _____ The most current names of owners and zoning classifications of adjoining properties
- f. _____ Actual location, footprint and dimensions of the proposed structure(s)
- g. _____ Use and maximum height, bulk and location of all buildings and other structures to be located on the site
- h. _____ Distance, in feet, of proposed structure(s) from all property lines (front, rear and sides)
- i. _____ Architectural renderings, elevations and representative floor plans in preliminary form
- j. _____ Actual location, footprint and dimensions of the existing improvements
- k. _____ Location and size of all existing or proposed signs to be located on the site
- l. _____ Means of ingress and egress to and from the property, to include traffic flow diagrams and location and size of curb cuts (*Article VII, Section 7.67*)
- m. _____ Dimensions and location of required off-street parking spaces, to include off-street loading and unloading areas (*Article VII, Section 7.62*)
- n. _____ Site Lighting Plan, to include Photometrics
- o. _____ Details on proposed property enhancements such as sidewalks, trails, walkways, parks or recreation areas, etc.
- p. _____ Location, size and character of any common space or commonly-owned facilities and form of organization which will own and maintain any common space and such facilities.
- q. _____ The substance of covenants, grants of easements or other restrictions
- r. _____ Topographical information at one foot (1') contour intervals on the property being developed, to include the first-floor elevations of the proposed structure(s).
- s. _____ Stormwater drainage and detention plan (*Article VIII*)

- t. _____ Erosion and sedimentation plan (during and after construction), to include protection measures to be employed to protect man-made and natural drainage ways and adjacent properties (*Article VIII*)
- u. _____ Copy of Notice of Intent (N.O.I.) for NPDES General Permit coverage
- v. _____ Landscape and tree protection plan depicting buffer zones, as required in ORD 543-2019
- w. _____ Stormwater Facility Maintenance Agreement in accordance with Section 11 of ORD 516-2017 "Clean Water Ordinance"

9. The following additional information may be required:

- a. _____ Details on any proposed fencing and/or retaining walls to be constructed (if not part of an erosion plan) and details on natural barriers that are to remain on the property during and after construction
- b. _____ Proposed location and types of on premise security and safety lighting
- c. _____ Fire protection plan, which includes the location of fire lanes, fireplugs and drawings of emergency equipment access routes.
- d. _____ For property located in any Flood Hazard Zone 'A' or 'V', details which address waterway, water course and flood hazard protection, elevation certificates and information on permits obtained or required to be obtained from state and federal regulatory agencies
- e. _____ A signed statement from the developer, contractor or property owner certifying that the property does or does not have historical significance. If a proposed development site has historical significance, a statement from a recognized archaeological organization stating that the development site does not contain significant historical value
- f. _____ An environmental impact statement

10. _____ Three (3) printed copies of plot plans no larger than 30" x 40"

11. _____ One (1) copy of site plan, reports, and other required documentation in Portable Document Format (PDF) format on **CD or Thumb Drive**