



Case No. _____

**SPANISH FORT PLANNING COMMISSION
MASTER PLAN APPLICATION**

Name of Master Plan _____		
Tax Parcel Number(s) _____		Master Plan Location _____
Total Acreage _____	Number of Lots (Units) _____	Average Lot Size _____
Current Zoning of Property _____	Water Source _____	Sewer Source _____
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 _____
Phone Number _____		Email Address _____

Application Fee

\$350.00 Base Fee + (_____ Lots × \$25.00)

Amount Paid: _____

The application fee must be submitted along with the application by the submission deadline (2nd Tuesday of each month). Postage fees are due within three (3) days of the initial informal work session. Postage fees are \$10.00 per Certified Return Receipt letter to each property owner within 300 feet of the subject property. No application will be included on the Planning Commission meeting agenda unless ALL required completed application elements and fees, including the Master Plan Approval Checklist, are received by the deadline. **NO EXCEPTIONS.**

I (WE), THE UNDERSIGNED APPLICANT (OWNER), UNDERSTAND THAT PAYMENT OF APPLICATION FEES DOES NOT ENTITLE ME (US) TO APPROVAL OF THIS APPLICATION AND THAT NO REFUND OF THE APPLICATION FEE WILL BE MADE. I HAVE REQUESTED AND RECEIVED A COPY OF THE APPLICABLE SECTIONS OF THE ZONING ORDINANCE AND SUBDIVISION REGULATIONS AND UNDERSTAND THAT I MUST BE PRESENT ON THE DATE OF THE SCHEDULED HEARING.

Signed: _____

Date: _____



Case No. _____

SPANISH FORT PLANNING COMMISSION MASTER PLAN APPROVAL CHECKLIST

Name of Master Plan: _____

Name of Applicant(s): _____

Tax Parcel No(s): _____

All applicable requirements in the Spanish Fort Subdivision Regulations, Article IV, Section G, 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. _____ All applicable fees are paid (see fee schedule)
3. _____ Digital copy of legal description of the property in Microsoft Word format on **CD or Thumb Drive**
4. _____ Title Policy, Opinion or Report to verify ownership
5. _____ Master Plan which includes the following requirements:
 - a. _____ Date, north arrow and graphic scales
 - b. _____ Vicinity map annotated as not to scale (NTS)
 - c. _____ Proposed name of master plan
 - d. _____ Name, address and contact information of the owner(s)
 - e. _____ Name, address and contact information of the surveyor and design engineer
 - f. _____ Names of owners and zoning of adjacent properties
 - g. _____ Site data table indicating the following:
 - i. _____ Total acreage of the property
 - ii. _____ Linear feet of roadway
 - iii. _____ Minimum Lot Size
 - iv. _____ Net density per acre
 - v. _____ Total number of lots
 - vi. _____ Average Lot Size
 - vii. _____ Total Area of Common Space
 - viii. _____ Total Area of Park Space
 - h. _____ Scaled plans reflecting lot coverage and lot sizes
 - i. _____ Location and dimensions of existing streets adjacent to the subject property.
 - j. _____ Location, type, size and width of public and private right-of-ways and alleys
 - k. _____ Street connections and sidewalk/pedestrian plan

- l. _____ Plans for roadway or traffic flow improvements
 - m. _____ Traffic impact study
 - n. _____ Any required and/or proposed minimum setbacks and buffers
 - o. _____ Common Space and Park Space identified with a brief description of the intended use and total size
 - p. _____ Topographical contours at 1-foot intervals within 50 feet of the subject property
 - q. _____ Location of existing water courses, jurisdictional wetlands, railroads, major transmission lines, drainage structures and public utility easements on proposed master plan and adjacent land
 - r. _____ Location and boundaries of any and all FIRM flood zones
 - s. _____ Generalized utility plan indicating location and description of proposed utility and drainage easements
 - t. _____ Special landscaping proposals, if any
 - u. _____ Adherence to Tree Protection requirements as required by City ordinance or zoning regulations
 - v. _____ Plans, drawings, and calculations reflecting generalized stormwater volume and quality management
 - w. _____ Data, information, or submittals required by the applicable zoning regulations, if in a zoned area
- 7. _____ Three (3) printed copies of master plan no larger than 30" x 40"
 - 8. _____ One (1) copy of all plans, reports, and other required documentation
 - 9. _____ One (1) copy of all plans, reports, and other required documentation in Portable Document Format (PDF) on **CD or Thumb Drive**