



Case No. \_\_\_\_\_

**SPANISH FORT PLANNING COMMISSION  
APPLICATION FOR LAND USE OR SITE PLAN REVIEW**

**Application Type:    \_\_\_ Land Use            \_\_\_ Site Plan\***

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

<b>Project Name or Description</b> _____		<b>Property Address</b> _____	
<b>Tax Parcel Number(s)</b> _____		<b>Current Zoning of Property</b> _____	
<b>Describe Proposed Improvements or Use of the Property</b>  _____			
<b>Proposed Setbacks</b>	<b>FRONT: _____'</b>	<b>REAR: _____'</b>	<b>RIGHT: _____'</b>
<b>OTHER INFORMATION</b>			
<small>NOTE: IF MORE SPACE IS REQUIRED, OR IF ADDITIONAL INFORMATION IS BEING SUBMITTED, PLEASE ATTACH DOCUMENTS TO THE BACK OF THIS APPLICATION.</small>			
<b>Building Height</b> _____'	<b>Number of Stories</b> _____	<b>Property Size</b> _____ acres	<b>Percent of Lot Coverage</b> _____ %
<b>Name of Applicant or Owner</b>  _____		<b>Mailing Address</b> _____ Street Address _____ City _____ State _____ Zip Code _____	
<b>Phone Number</b> _____		<b>Email Address</b> _____	
<b>Name of Engineer/Agent, if other than Applicant</b>  _____		<b>Mailing Address</b> _____ Street Address _____ City _____ State _____ Zip Code _____	
<b>Phone Number</b> _____		<b>Email Address</b> _____	

**Amount Paid: \_\_\_\_\_**

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

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. \_\_\_\_\_ Verified (signed by ADEM) N.O.I. for sites larger than 1-acre
  - v. \_\_\_\_\_ Landscape and tree protection plan depicting buffer zones, as required (*Article X*)
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 in PDF format