



## **Development Application Package (Commercial Site Plan)**

ACKNOWLEDGEMENT (Read Carefully) I, the undersigned applicant, hereby apply for favorable consideration to subdivide the above described land as depicted on the drawing and legal description accompanying this application. I understand that the payment of fees does not entitle me to approval of this plat and no refund will be made. I further waive the requirements of Ala. Code 11-52-32 as amended, that a decision is rendered within 30 days.



## Development Application (Commercial Site Plan)

### Application Type:

Commercial Site Plan

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### Authorized Agent/Owner :

Name of agent/owner \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**\*\*\*\* Note** – A letter from the property owner naming the authorized agent is required.

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### Engineer / Surveyor:

Name of Engineer / Surveyor \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Email of Engineer/Surveyor \_\_\_\_\_

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### Property Information:

Physical Location of Property \_\_\_\_\_

Parcel ID \_\_\_\_\_ Key No. \_\_\_\_\_



## Development Application (Commercial Site Plan)

**Property Road Frontage Designation** *(check all that apply)* :

- |  |                                       |
|--|---------------------------------------|
| <input type="checkbox"/> City Maintained   | <input type="checkbox"/> Paved Road   |
| <input type="checkbox"/> County Maintained | <input type="checkbox"/> Unpaved Road |
| <input type="checkbox"/> Private Road      |                                       |

**Proposed Subdivision / Site Data:**

Proposed Name of Project \_\_\_\_\_

**Property Owner Certification:**

Name of owner or entity \_\_\_\_\_

Address \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number (\_\_\_\_\_) \_\_\_\_\_

Owner or Principal Email \_\_\_\_\_

Signature \_\_\_\_\_

*\*\*\*\*Note – By signing the above you are certifying that you are the true and correct owner of the subject property in whole or part. Properties owned by multiple persons or entities must have this document executed by the managing partner or supporting letters consenting to the application.*



## Development Application (Commercial Site Plan)

# Fees:

### Commercial Site :

- Base Fee - \$200.00
- Engineering Review - \$500.00 base

*Total Fee Calculation Based on Application Type and Current Fee Ordinance:*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Total



# CHECKLIST FOR COMMERCIAL SITE PLAN

Project: \_\_\_\_\_  
Engineer: \_\_\_\_\_

Date: \_\_\_\_\_  
Reviewed by: \_\_\_\_\_

*Please provide or address the following topics*

1. \_\_\_\_\_ Application/Review fees
2. \_\_\_\_\_ Vicinity Map
3. \_\_\_\_\_ Scale or note stating "Not to Scale"
4. \_\_\_\_\_ North arrow and legend
5. \_\_\_\_\_ Legal Description
6. \_\_\_\_\_ ADEM Notice of Intent (if over 1 acre soil disturbance)
7. \_\_\_\_\_ Plan view showing existing site including all drainage structures and utilities
8. \_\_\_\_\_ Plan view showing proposed site plan (may be superimposed on existing site)
9. \_\_\_\_\_ Drainage plan showing proposed stormwater routing and site elevations  
(may be superimposed)
10. \_\_\_\_\_ Plans stamped and signed by an Alabama licensed P.E.
11. \_\_\_\_\_ Provide a letter by an Alabama licensed Professional Engineer that he/she had been retained for a sufficient amount of time for inspection to certify that the project was built according to the approved plans and that if there are significant changes in the final construction of the project from what was shown on the previously approved plans, new drawings and calculations will be submitted for approval.
11. \_\_\_\_\_ Narrative describing existing site conditions and major elements of the project
12. \_\_\_\_\_ Topographical details, before and after development (using 1' contours)
13. \_\_\_\_\_ Proposed build-up details for standard and heavy-duty areas, if used.
14. \_\_\_\_\_ Design and width of turnout(s) including radii and profile
15. \_\_\_\_\_ Headwall, inlet, and curb & gutter details as per ALDOT specs (if applicable)
16. \_\_\_\_\_ Show all applicable sign and striping details as per ALDOT specs

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# CHECKLIST FOR COMMERCIAL SITE PLAN

City of Semmes

*Design Standards 44*

17. \_\_\_\_ Location and size of proposed and existing drainage pipes
18. \_\_\_\_ Location of all existing utilities, appurtenances, and drainage structures (it should be determined prior to construction if minimum coverage of utilities will be maintained upon completion of work)
19. \_\_\_\_ Drainage calculations signed and stamped by an Alabama licensed PE
20. \_\_\_\_ Stormwater detention is designed and shown
  - \_\_\_\_ Provide orifice details and storage depth elevation
  - \_\_\_\_ Provide overflow weir and minimum freeboard details
21. \_\_\_\_ Detention pond maintenance responsibility must be clearly stated on the plans. Where a property owners association is responsible, such an agreement must be recorded prior to final acceptance of the plans.
22. \_\_\_\_ Engineers' evaluation that the receiving stream or storm drainage system can handle the additional flow
23. \_\_\_\_ Tie to the City's stormwater system underground or explain why this cannot be done.
24. \_\_\_\_ A hold-harmless agreement is required for discharge to an adjacent property
25. \_\_\_\_ Sedimentation and erosion control plan (must be detailed and site specific)
  - \_\_\_\_ Location of silt fence and hay bales
  - \_\_\_\_ Protection of existing and proposed catch basins
  - \_\_\_\_ Construction entrance required
26. \_\_\_\_ Sidewalks are required unless a variance is obtained
27. \_\_\_\_ Specify curb cuts and sidewalks to City of Semmes and ADA standards
28. \_\_\_\_ Drainage Narrative meeting requirements of Section 4.1
29. \_\_\_\_ Drainage map meeting requirements of Section 4.1
30. \_\_\_\_ Drainage Easements are shown