

SITE PLAN CHECK LIST

This list of required items must be clearly and accurately demonstrated on the Site Plan. The Site Plan shall be prepared, signed and sealed by a certified professional architect, landscape architect, surveyor or an engineer, currently licensed in the State of Alabama, and shall be drawn to a scale of not smaller than 1 inch = 50 feet (1"=50').

Do not leave any line item blank. All line items must be addressed with either a check mark (✓), indicating the item is included on the Site Plan or N/A, indicating the item is not applicable to the Site Plan.

***** ALL DIMENSIONS MUST BE SHOWN ON SITE PLAN*****

SURVEY DATA:

1. ___ Name, address, and contact information of property owner or authorized agent;
2. ___ Name and contact information of surveyor or engineer, (including current license numbers);
3. ___ Property Address;
4. ___ Date of survey;
5. ___ Scale- minimum size of 1" = 50';
6. ___ Legend;
7. ___ North arrow (pointing north);
8. ___ Legal Description;
9. ___ Boundary survey of entire lot(s) to be developed showing all lot lines with dimensions of each line in linear feet;
10. ___ Vicinity map showing the location of lot to surrounding area;
11. ___ Parcel number and lot number of lot(s);
12. ___ Size in square feet of lot(s);
13. ___ Total gross acreage of lot;
14. ___ Number of dwelling units, commercial units and density of units per lot;

SITE PLAN DATA:

15. ___ Proposed new lot lines showing dimensions in linear feet;
16. ___ Required Setbacks- Distance, in linear feet from proposed structure(s) to property lines (front, rear, sides, and waterside yard setbacks);
17. ___ Required yard dimensions-showing distance in linear feet from lot line to required yard line (front, side, and rear, yards and waterside yard, if applicable);
18. ___ Location and square footage of required thirty-percent (30%) undisturbed yard area;
19. ___ Existing & proposed buildings, location, position on lot, size and dimensions of each;
20. ___ Proposed use of buildings & zoning classification;
21. ___ Existing & proposed streets, rights-of-way, driving aisles, easements, and alleys-within and adjacent to

development-with dimensions of all;

22. ___ Adjacent lots with name of property owner as they are recorded in Mobile County Probate;
23. ___ Lot frontage on public streets (showing width in linear feet) and proposed access thereto-means of ingress and egress to and from the property with dimensions of each, to include traffic flow diagrams;
24. ___ Number of required off-street parking spaces (including handicapped) showing location and size of each space;
25. ___ Off-street loading and unloading areas (non-residential uses only);
26. ___ Location and specifications of all utilities including size and location of utility easements;
27. ___ Landscaping plan, if required;
28. ___ Location, dimension, and number of all on-premise signs;
29. ___ Location of lighting on property not attached to a structure;
30. ___ Location of trash dumpsters and screening (does not apply to single and two-family residential);
31. ___ Location of required screening buffers or fences (if applicable); height & other details on any proposed fencing and/or retaining walls to be constructed, both temporary and permanent;
32. ___ Location and square footage of any required open space area, if applicable;
33. ___ Location and construction details of property enhancements such as dune walkovers, sidewalks, boardwalks, driveways, trails, public access, etc.;
34. ___ Signed statement of Best Management Practices used in design & construction;
35. ___ Construction and design details of all proposed and/or altered buildings and structures including:
 - Building orientation;
 - Floor plan;
 - Roof plan and overhangs;
 - Yard encroachments and/or projections;
 - Height of building;
 - Foundations - Type, size, and location of pilings, as well as the installation method must be specified in the construction plans by a Licensed Professional Engineer. (i.e., piling installation details);
 - Elevation view of the property being developed, to include the first-floor elevations of the proposed structure(s)- copy of elevation certificate required;
 - Exterior design details, including specific materials existing/planned for use on buildings and structures, with their locations indicated on the elevations.

ENVIRONMENTAL DATA:

36. ___ Topography-Elevation contours at 2 ft. intervals using USGS – MSL datum;
37. ___ All waterways, waterbodies, wetlands, dunes, wooded areas, and/or other natural features existing on the lot and/or adjacent to lot showing required protection buffer with dimensions;
38. ___ Flood zone designation;
39. ___ Tree survey and removal plan showing all trees 4" DBH or larger identified by size species and location;

40. ___ If located in the Special Flood Hazard Overlay District (SFHOD), location and square footage of area on lot subject to flooding and/or ponding within the one-hundred (100) year floodplain, as indicated by the FEMA FIRM, including a statement to that effect;
41. ___ Stormwater Management Plan, indicating management and long-term maintenance of stormwater runoff during & after construction. Plan must demonstrate and ensure that stormwater runoff will not flood adjacent properties, streets, and/or waterways;
42. ___ Erosion and sedimentation plan (during and after construction), to include protection measures to be installed and used to protect man-made and natural drainage ways and adjacent properties from stormwater runoff flooding and sedimentation;

REQUIRED SIGNATURE BLOCKS ON SITE PLAN:

43. ___ Signature block for all required signatures. Check all that apply and enter N/A on items that don't apply to application.

- _____ Property Owner (certification of ownership)
- _____ Notary Public (certification of ownership and dedication)
- _____ Town Building Official (structure meets building code)
- _____ Town Floodplain Administrator (to validate Flood Certificate and ensure all requirements from Flood Prevention Ordinance No.55 have been met)
- _____ Town Engineer (to ensure all engineering standards and environmental requirements have been met, i.e. drainage, erosion control, dune protection, wetlands, wetland and waterbody buffers)
- _____ Applicant Engineer (certification of compliance with Town codes)
- _____ Applicant Surveyor (certification of property description and dimensions)
- _____ Representative for Town Public Utilities (to ensure Town has capacity to supply new development with essential utilities: water, sewer, electric, telecommunications, internet, etc.)
- _____ Fire Chief (structure meets Fire Code)
- _____ Planning Commission Chair (to ensure all zoning requirements have been met, along with all other Town ordinances and/or plans, i.e. Tree & Wetlands, Ordinances)