



APPLICATION FOR SITE PLAN APPROVAL

TOWN OF DAUPHIN ISLAND, ALABAMA

1011 Bienville Boulevard

Dauphin Island, Alabama 36528

www.townofdauphinisland.org

Phone: (251) 861-5525

Fax: (251) 861-2154

Application Submittal Date: _____ Planning Commission Meeting Date: _____

APPLICANT NAME _____

ADDRESS _____

DAYTIME TELEPHONE _____

EMAIL ADDRESS _____

A COPY OF THE DEED TO THE SUBJECT PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION.

If the applicant is not the owner, then a letter allowing the applicant to act as an "authorized agent" must be on file. All associated fees will be charged to the applicant unless otherwise arranged.

Current Use: _____ Proposed Use: _____

Current Zoning: _____ Gross Acreage of Subject Property: _____

Number of Individual Units: _____ General Location: _____

Tax Parcel I.D. _____

REQUESTED TYPE OF REVIEW:

Change of Ownership Change of Use Change in Building Footprint/Business Expansion

New Non-Residential Development New Residential Development

I, the applicant, certify that all of the above facts are true and correct to the best of my knowledge. I understand that any development approval(s) granted pursuant to this application shall be subject to all applicable regulations of the City of Anywhere, and that such approval(s) shall expire unless construction has commenced within one (1) year following date of approval.

APPLICANT/AGENT NAME (please print):	DATE:
APPLICANT'S/AGENT'S SIGNATURE:	

Site Plan Review Fee: \$ _____ Paid By: Cash, Card, or Check # _____

Date: _____ Received by: _____ Date: _____

DOCUMENTATION:

Three (3) paper copies and one (1) digital copy in pdf format of all documentation attached to application is required.

Documentation larger than 11 x 17 inches cannot be reproduced at City Hall and may delay action if not provided (11 copies required) with the application.

APPLICATION SUBMITAL: The Planning Commission meets the 2nd Tuesday of each month at 6:00 P.M. at Town Hall. Completed application packet and all other required documentation must be submitted 14 days prior to the regularly scheduled Planning Commission meeting of the month in order to be placed on the agenda. Applications submitted less than 14 days before a Planning Commission meeting will be placed on the following agenda.

DATE RECEIVED BY THE TOWN OF DAUPHIN ISLAND

Date: _____ By: _____



TOWN OF DAUPHIN ISLAND, ALABAMA

SITE PLAN APPLICATION PACKET CHECKLIST

Please check each box to ensure all items have been completed in full and included in the application packet before submission to the Town of Dauphin Island. Thank you for your assistance.

- A completed Site Plan application available at the Town of Dauphin Island and on the Town's website;
- Receipt for the required application fee confirming all fees have been paid in full;
- Copy of deed to the subject property;
- Completed Authorized Agent form, if applicant is not acting in own behalf;
- Completed a Pre-Application and Sketch Plan meeting with Town, if applicable;
- Completed Site Plan Checklist;
- Three (3) paper copies of the Site Plan;
- One (1) digital copy in PDF format;
- Submitted to the Building Official at least fourteen (14) days prior to the regularly scheduled meeting of the Planning Commission;
- Land disturbance permit, if applicable;
- Coastal Use permit, if applicable;
- Tree removal permit, if applicable;
- All other required local, federal, and state permits, if applicable.



MAJOR & MINOR SUBDIVISION REVIEW REQUIREMENTS

Town of Dauphin Island Planning Commission

Dauphin Island, Alabama

PRELIMINARY PLAT CHECKLIST

This checklist must be complete and accompany any Preliminary Plat submitted to the Dauphin Island Planning Commission for review along with the application for subdivision and receipt of all applicable fees paid. This document serves as the Preliminary Plat checklist for both minor and major subdivisions. The Planning Commission will not review incomplete applications.

*These requirements are considered **minimum standards** and additional information may be required for approval if requested by the Dauphin Island Planning Commission.*

The Preliminary Plat shall be prepared, signed, and sealed by a licensed and certified Land Surveyor or Professional Engineer registered in the State of Alabama. It shall be drawn to a scale of no less than one inch (1") equals fifty feet (50').

The following list of items are required and shall be included ON THE PLAT and shall meet the minimum standards set forth in these Subdivision Regulations.

SUBMITTED			ITEM	COMPLIANT		
YES	NO	N/A		YES	NO	N/A
APPLICANT & GENERAL INFORMATION:						
			1. Name and address of land owner of record, applicant, or authorized representative (form required for authorized agent);			
			2. Current Title Policy, Title Opinion, Title Report, (within 60 days) or deed to verify ownership of land;			
			3. Name, address, phone number, seal, and registration number of the Licensed Professional Surveyor or Engineer who prepared the plat, registered in the State of Alabama;			
			4. Name of proposed subdivision and phase number, if applicable;			
			5. Names and addresses of all land owners immediately adjacent to property being subdivided, including those across any impediments (street, water course, railroad, Town boundary line, etc.) to be notified via certified registered mail. Property owner information shall be listed as it appears on the tax records of the Mobile County Tax Assessor Office;			
SURVEY DATA:						
			6. Boundary survey of entire property showing exact boundaries with all existing parcel lines indicating preliminary distances and bearings;			
			7. Date of survey;			
			8. North Arrow (pointing north);			
			9. Graphic Scale (not less than 1"= 100');			
			10. Legend;			
			11. Parcel number(s);			
			12. Legal Description;			

			13. Vicinity map showing the relative location of the proposed subdivision, indicating not drawn to scale, in relation to the adjacent street(s) and area;			
SITE DATA:						
			14. Total acreage of land to be subdivided;			
			15. Total number of newly created lots;			
			16. Proposed lot lines showing total length in feet;			
SUBMITTED			ITEM	COMPLIANT		
YES	NO	N/A		YES	NO	N/A
			17. Total square footage and acreage of each newly created lot indicating lot number(s);			
			18. Total number of newly created blocks with block number(s);			
			19. Minimum lot size;			
			20. Maximum lot size;			
			21. Net density per acre;			
			22. Minimum finished floor elevations for every lot;			
			23. Proposed minimum building setback lines according to the zoning district, <i>if applicable</i> ;			
			24. Indication of the proposed use of property and zoning classification;			
			25. Location of all existing and proposed buildings and/or structures, indicating proposed use;			
			26. Proposed location of all land dedicated for open space and usable common area(s), including assigned lot number and Note indicating that common areas are not intended to be buildable lots for conversion to residential use;			
			27. Proposed location of all land dedicated for the purpose of detention and/or retention facilities, clearly identifying and labeling all maintenance and access easements for the facilities, and with a Note indicating ownership and responsible entity of maintenance of the common areas and detention/retention facilities;			
			28. Location and dimension of all water courses and/or water bodies on or within 100 feet of property, showing the required twenty-five foot (25') buffer;			
			29. Location of all jurisdictional boundaries, railroads, and transmission lines;			
			30. Location of all proposed street lights and street signs;			
			31. Location of concrete and/or official monuments;			
INFRASTRUCTURE & UTILITY DATA:						
			32. Names and locations of all existing streets, rights-of-way, alleys, and easements within and adjacent to proposed subdivision, including dimension of each and the purpose of the easements;			
			33. Location of all proposed streets, rights-of-way, alleys, and easements including dimension of each and the purpose of the easements;			
			34. Linear footage of all new proposed streets;			
			35. Location and dimensions of all proposed sidewalks and ramp downs;			
			36. Location of existing public utilities, sanitary sewers, drainage structures, including facilities within and adjacent to the proposed subdivision;			
			37. Location of proposed public utility layouts (sanitary sewers, water, drainage structures, gas, and electricity), including pipe sizes, and location of valves, indicating feasible tie-in connection locations; showing facilities within			

			and adjacent to the proposed subdivision; confirmation that all new utilities will be installed underground;			
			38. Location of all proposed fire hydrants;			
			39. Any and all off-site improvements i.e. turn lanes, traffic signals, etc.;			
			ENVIRONMENTAL DATA:			
			40. Topography using contours at vertical intervals of not more than two (2) feet based on USGS-MSL datum.			
			41. Location of wooded areas, marshes, cultural and/or any known or recorded historical artifacts, and any other conditions affecting the site;			
			42. Location of all federally classified wetlands, as determined by U.S. Army Corps of Engineers, indicating required thirty foot (30') buffer;			
			43. Location and extent of all land subject to flooding by the overflow or ponding of storm water within the one hundred (100) year floodplain. Special flood hazard areas and/or coastal high hazard areas must be drawn on Plat as indicated on the latest Flood Insurance Rate Map (FIRM) for the area, including a statement to that effect;			
			44. Erosion control measures to be used during construction of the subdivision;			
SUBMITTED			ITEM	COMPLIANT		
YES	NO	N/A		NO	N/A	YES
			45. Tree inventory indicating all trees to be removed and replaced;			
			46. Tree protection methods used during construction;			
			SIGNATURE BLOCKS & GENERAL NOTES:			
			47. List of all utility providers to the site;			
			48. Signature block of all required signatures of approval from the following as to verify availability and capaTown of services to site: — Town Building Official — Chairman of the Dauphin Island Planning Commission — Town Engineer, if applicable — Mobile County Engineer, if applicable; — Water Utility Superintendent — Sewer Utility — Fire Chief — State and/or County Health Department, if applicable			
			49. Inscription stating "Final Plat" if a minor subdivision and space provided on the plat for approval by the Planning Commission Chair if all requirements are met, and authorization for the recording of said plat by the Judge of Probate in Mobile County, Alabama, or "Not for Final Recording" if a major subdivision;			
			50. Any other special survey notes about the property;			
			51. Attached copy of all required state and federal permits, if applicable.			

General Notes, at a minimum, should include the following:

- All utilities will be constructed underground;
- For corner lots the building orientation will dictate the location of front, rear, interior side and corner yard setbacks;
- Statement that common, open space areas are not intended to be buildable lots for conversion to residential use;
- If subdivision is part of a multi-phase development, a master plan illustrating the overall development shall be submitted to the Town of Dauphin Island. Where a phased development is proposed, the preliminary plat shall include all phase lines and a master plan showing the continuity of development proposed for the entire project. Each phase shall satisfy the requirements of these regulations individually.
- Traffic Data and Traffic Study – Applications for high density, major subdivisions creating (50) lots or more, or any phased project, shall require a traffic impact analysis which shall include trip generation data showing the projected average daily traffic (ADT) in a 24-hour period and projected peak-hour traffic generated by the development in the subdivision application. Peak hour traffic shall generally be the hours between 7 A.M. and 9 A.M. for morning and 4 P.M. and 6 P.M. for the evening and include the consecutive 60 minute segment in which traffic counts are projected to occur. A traffic study shall be required for all applications that will generate an average daily traffic (ADT) count of 1,000 trips or more, or which will generate 50 trips or more during any peak hour period. An agent selected by the Town and paid for by the applicant shall perform the traffic study. The traffic study shall be used to determine what on-site and off-site street or traffic improvements may be necessary due to the development. The results and any corrective measures necessary shall be included as part of, and in addition to, the requirements for preliminary subdivision plat.
- REQUIRED CONSTRUCTION PLANS. The following plans must be included with any application for a major subdivision and shall be signed and stamped by the registered professional engineer of record. See Article 6 of these Regulations for list of required items for each plan.
 1. Street Plan
 2. Drainage Plan
 3. Erosion Control Plan
 4. Utility Plan
- Copy of all required federal and state permits;
- The Town of Dauphin Island shall not be responsible for maintenance of common, open space areas;
- The Town of Dauphin Island reserves the right to require the maintenance of all private drainage facilities,

including detention/retention facilities, to prevent potential flooding and/or eliminate public health and safety threats or nuisance caused by said drainage facilities;

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').

***** 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. ____ Boundary survey of entire lot(s);
4. ____ Property Address;
5. ____ Date of survey;
6. ____ Scale and north arrow (pointing north);
7. ____ Legend;
8. ____ Legal Description;
9. ____ Vicinity map showing the location of lot to surrounding area;
10. ____ Parcel number and lot number of lot(s);
11. ____ Existing and proposed lot lines noting total length in feet;
12. ____ Size in square feet of lot(s);
13. ____ Acreage of lot;
14. ____ Dimensions of lot;
15. ____ Location of adjacent lots with name of property owner as they are recorded in Mobile County Probate;
16. ____ Location of all existing adjacent streets, with dimensions;
17. ____ Location of all existing rights-of-way, alleys, and easements within and adjacent to proposed development, including dimension of each and the purpose of the easements;
18. ____ Location of all adjacent waterways, waterbodies, and/or wetlands and required buffer with dimensions;
19. ____ All waterways and/or other natural features on the lot;
20. ____ All trees 4" DBH or larger identified by size species and location.

Site Plan Data

21. ____ Existing and proposed buildings, location, position on lot, size and dimensions of each;
22. ____ Proposed use of buildings;
23. ____ Zoning classification(s) of site;
24. ____ Number of dwelling units, commercial units and density of units perlot;

25. _____ Front, side, and rear, yard setbacks and waterside yard setbacks (if applicable);
26. _____ Distance, in feet of proposed structure(s) from all structures on lot and all property lines (front, rear, sides, and waterside);
27. _____ Lot frontage on public streets and proposed means of ingress and egress to and from the property, to include traffic flow diagrams;
28. _____ Number of required off-street parking spaces (including handicapped), location, and size of each;
29. _____ Off-street loading and unloading areas (non-residential only);
30. _____ Location and specifications of all utilities. Utility and right-of-way easements;
31. _____ Required Landscaping plan, if applicable;
32. _____ Location, dimension, and number of all on-premise signs;
33. _____ Location of lighting on property not attached to a structure;
34. _____ Location of garbage disposal facilities and screening (if applicable);
35. _____ Location of required buffers;
36. _____ Location of fences (if applicable); Details on any proposed fencing and/or retaining walls to be constructed, both temporary and permanent;
37. _____ Required thirty percent (30%) minimum of undisturbed areas that are to remain on the property;
38. _____ Details on proposed property enhancements such as dune walkovers, sidewalks, trails, walkways, open space, etc.;
39. _____ Location of required signage, if applicable;
40. _____ Signed statement of Best Management Practices used in design and construction plans by Professional Engineer/Licensed Architect;
41. _____ Construction and design details of all proposed and/or altered buildings and structures including:
 - Building orientation
 - Floor plan
 - Roof plan and overhangs
 - Yard setbacks, 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.
 - Elevation view of the property being developed, to include the first-floor elevations of the proposed structure(s).
 - Exterior design details, including specific materials existing/planned for use on buildings and structures, with their locations indicated on the elevations;
42. _____ Tree Removal Plan inclusive of mitigation details;
43. _____ Approval by the Dauphin Island Water and Sewer Authority as to availability and capacity of services to site;

44. _____ Signature block for all required signatures.

Environmental Data

- 45. _____ Topography using contours at vertical intervals of not more than two (2) feet based on USGS-MSL datum.;
- 46. _____ Flood zone designation;
- 47. _____ Location and extent of all land subject to flooding by the overflow or ponding of storm water within the one hundred (100) year floodplain. Special flood hazard areas and/or coastal high hazard areas must be drawn on Plat as indicated on the latest Flood Insurance Rate Map (FIRM) for the area, including a statement to that effect;
- 48. _____ Location of all federally classified wetlands, as determined by U.S. Army Corps of Engineers, indicating required thirty foot (30') buffer;
- 49. _____ 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;
- 50. _____ Stormwater management including runoff during construction (i.e., pile jetting water);

