

Site Plan Review SOP

- (a) *Application for site plan review.* New construction and substantial site development expansion of all planned unit developments, patio or garden home developments, townhouse developments, 5 or more multi-family units, manufactured home parks, institutional uses, commercial uses, and industrial uses shall require the approval of a site plan prepared by a professional engineer licensed to practice in the State of Alabama. One reproducible set of plans and five copies of each set shall be submitted to the Zoning Administrator, with the minimum information described below:
- (1) Cover sheet with:
 - a. Name and location of the development; name, address, and signature of the owner; name, address, and seal of the engineer.
 - b. Vicinity map.
 - c. Zoning and existing and proposed land use of the site.
 - d. Date, scale, north arrow, and number of sheets.
 - (2) Site layout, including property dimensions, rights-of-way, easements, location and dimensions of all buildings (existing and proposed), setbacks, driveway access with the proposed size/dimensions of the driveway drainage pipe for each lot shown on the plat, off-street parking and loading, and circulation. Any building on adjacent lots shall be shown with location from property lines.
 - (3) Stormwater management plan, in accordance with § 315 of this article and including paving, grading and excavation, erosion and sedimentation, storm water detention, floodplain management controls.
 - (4) Utilities plan, including sewage disposal system and water system (public and private).
 - (5) Fire control plan, including fire lanes and hydrants.
 - (6) Landscaping plan, including screening, buffer yards, and landscaping of parking areas, as required.
 - (7) Site plans shall be on 24" x 36" sheets and drawn to a scale no smaller than 1 inch = 30 feet, unless approved by the Building Department.
- (b) *Action on site plan.*
- (1) The Zoning Administrator shall forward copies of the plans to the City Engineer, Fire Chief, Police Chief, and other appropriate officials and agencies for their review and written comments on the general completeness and compliance of the

plans with this ordinance. The Zoning Administrator shall provide the applicant with all written administrative comments within three days after Staff Review.

- (2) Upon satisfaction of the Zoning Administrator and City Engineer that all administrative concerns are properly addressed by the applicant, the corrected plans shall be forwarded to the Planning Commission for final site plan approval. The Planning Commission shall thereafter decide by resolution to approve, modify, or reject the plan as submitted.
- (3) A reproducible set of the final approved site plan shall be submitted by the applicant and retained on file by the Zoning Administrator.
- (4) All subsequent building permits and subdivision plats submitted by the applicant shall be in substantial accord with the final site plan. Where subdivision plat approval is also required for a development, site plan review shall be conducted simultaneously.
- (5) An approved site plan shall become null and void if significant development does not commence within 12 months of Planning Commission approval.

