



City of Saraland
Building Department
Site Plan Application

Applicant Number: _____ Date Plan Submitted: _____
Date Presented: _____

Name of Site: _____

Name of Applicant: _____

Address: _____ Telephone # _____
(Street or P.O. Box)

(City) (State) (Zip) Email: _____

Name of Owner, if other than applicant: _____

Telephone # _____ Email: _____

Name of Agent, if other than applicant: _____

Telephone # _____ Email: _____

Name of Engineer/Architect: _____

Telephone # _____ Email: _____

Site Location: _____

Total Acreage or Size of Property: _____

Water Source: _____ Sewer Source: _____

Attach Deed or, if Metes and Bounds, attach a legal description on a separate plan sheet.

The undersigned acknowledges that approval shall be authorization to begin work, subject to the issuance of a Site Disturbance Permit. Such approval shall become void after one (1) year from the date of approval if no such permit has been acquired and/or no building construction activities have occurred.

SIGNATURE OF APPLICANT or AUTHORIZED REPRESENTATIVE

The applicant or the agent (if an agent is authorized) must be present at the hearing.

**CITY OF SARALAND
BUILDING DEPARTMENT
SITE PLAN REVIEW CHECKLIST**

An application for Site Plan Review shall include the following information, unless said requirement(s) is waived by the Building Inspector or his designee.

Additional information may be required for the full and proper consideration of the Planning Commission.

- ___a. The location and size of the site including its legal description and a current certified survey.
- ___b. A vicinity map showing the site relationship to the City and to surrounding property.
- ___c. The recorded ownership interest, including title certification in the form of a current recorded warranty deed, and the nature of the developer's interest if the developer is not the owner.
- ___d. The location, size and character of any common open space, commonly owned facilities and form of organization which will own and maintain any common open space and such facilities.
- ___e. The use and location of all buildings and other structures to be located on the site.
- ___f. The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of the land, buildings or structures including proposed easements or grants for public utilities or other purposes.
- ___g. The provisions for tree protection and buffering requirements.
- ___h. Is Staged Development proposed? (Check One)

Yes No

If "YES," a Master Plan is required sufficient in scope and detail to substantially reflect the FINAL and COMPLETE DEVELOPMENT.

- ___i. Any additional data plans or specifications of which the applicant or the Building Inspector or his designee believes is pertinent and which will assist in clarifying the application including, but not limited to the following:

- _____ i - 1 Screening, Lighting and Space.
- _____ i - 2 Surface Water Drainage.
- _____ i - 3 Erosion and Sediment Control.
- _____ i - 4 Utility Plan (water, sewer and fire hydrant connections)

A utility plan sheet which shows the location of the water, sewer and gas connections from the structure to the main line.

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BUILDING DEPARTMENT
SITE PLAN REVIEW CHECKLIST**

Indicate location of grinder pump and back flow preventer, if applicable.

- _____ i – 5 Waterway Protection.
- ___j. A traffic impact analysis and corrective measures to address detrimental conditions brought about by the development.
- ___k. Architectural renderings, elevations and representative floor plans in preliminary form.
- ___l. Sign Details.
- The location and size of all signs to be located on the site. In the event a sign is pre-existing and fails to conform to the requirements as set forth in the Ordinance, approval of the site plan may be granted only under the condition that all signs shall comply with the regulations set forth. All traffic signs shall comply with the requirements set forth by the Federal Highway Administration Manual on Uniform Traffic Control Devices for Streets and Highways, current edition.
- ___m. Landscape and Irrigation Plan.
- ___n. Construction Best Management Practices Plan (CBMPP) and Erosion Control Plans.
- ___o. Perk Test Report from Board of Health if on septic tank.
- ___p. All Applicable ADEM and ALDOT Permits.
- ___q. Electronic submission of plans in PDF format.

REQUIREMENT OF BOND – Whenever a person, firm, corporation, developer or other entity proposes to develop a commercial site that, in the opinion of the Building Inspector or his designee constitutes a land disturbing activity which may pose a risk of drainage and/or siltation damage outside the boundaries of the project, such person, firm, corporation, developer or other entity conducting the land disturbing activity will be required to submit a performance bond to the City of Saraland prior to the issuance of a site disturbance permit. At the time of approval of the site plan by the Planning Commission, the bond will become effective and will extend for a period of at least two (2) years following the issuance of the certificate of occupancy by the City. The bond shall be in the amount of twenty-five percent (25%) of the total cost for the performance of all site work on said location with the bond to cover such drainage, erosion and siltation damage, if any. The Building Inspector, his designee or other administrative official as designated by the City Council shall determine the prescribed bond, as well as, the adequacy and the security thereon.

RELEASE OF BOND – At the expiration of two (2) years from the issuance of the certificate of occupancy, the Building Inspector or his designee will determine if the drainage design implementation of the project has:

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BUILDING DEPARTMENT
SITE PLAN REVIEW CHECKLIST**

- (1) Been performed in accordance and functions within the parameters of the design standards as set forth by the project engineer.
- (2) Had any impact on any streams, waterways, or third parties that have been minimized?
- (3) Received from the project engineer a certificate of performance stating that drainage functions in accordance with the plans, specifications and engineering guidelines.

Upon the Building Inspector or his designee receipt and evaluation thereof of the criteria as enumerated in this Article and upon recommendation of the Planning Commission, the City shall release the developer and/or the bond holder from further obligations under said bond.

If it is determined the requirements of this section have not been met, then the bond may be extended for one six (6) month interval to allow the developer and/or bond holder additional time to correct the deficiencies which prohibited the release of bond. If a site contractor is unable and/or unwilling to satisfy the deficiencies as enumerated by the Building Inspector or his designee, the bond shall be forfeited with the bond being payable to the City of Saraland for the direction of such work and/or activities necessary for the completion of the improvements. The developer and/or bond holder of the property thereof shall be liable for any additional cost incurred.

Designed By: _____

Certified By: _____ (Signature of Project Manager)

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SITE PLAN
BUILDING DEPARTMENT CHECKLIST**

The following list of supplemental information shall accompany the plan(s) at time of submittal:

- ___ 1. Site Plan Application
- ___ 2. Cost of the site plan review, \$200 (checks, cash and credit cards accepted)
- ___ 3. A Site Plan Review Checklist with the appropriate items marked and the signatures of the Designer and Project Manager
- ___ 4. A recorded warranty deed of the subject property (proof of ownership of the property)
- ___ 5. A letter of authorization (authorization of the agent/representative to act on the owner's behalf)
- ___ 6. Copy of current certified survey
- ___ 7. Engineered Design Drawings (site plan, grading plan, etc.) (Four 22" x 34" sets of plans)
- ___ 8. Drainage calculations (if applicable)
- ___ 9. Utility plan sheet
- ___ 10. Architectural plans in preliminary form (floor plan and elevations)
- ___ 11. Tree Survey (indicating trees to be preserved and removed, shall be shown on site plan)
- ___ 12. Landscape and irrigation plan
- ___ 13. Pylon and/or monument and building sign details
- ___ 14. Certification of Engineering Design & Certification of Construction Forms
- ___ 15. Copy of application for NPDES Permit Notice of Intent (ADEM)
- ___ 16. Construction Best Management Practices Plan (CBMPP)
- ___ 17. Erosion Control Plan
- ___ 18. Electronic submission of plans in PDF format

Checked by: _____
Project Manager

Submitted by: _____

Received by: _____
Building Department

Submittal Date: _____ / _____ / _____

**CERTIFICATION OF ENGINEERING DESIGN
FOR SITE PLAN APPROVAL OF A COMMERCIAL SITE PLAN**

I, _____ a Professional Engineer registered in the State of Alabama, Registration Number, _____, do hereby certify that the commercial site plan for _____, that is hereby submitted to the Saraland Building Department, has been designed under my supervision.

I further certify that the drainage system for this commercial site has been designed to meet the twenty-five (25) year flood storm criteria as determined by the Rational Method, which is the established and accepted state of the art method for drainage design in Saraland, Alabama, for drainage areas of 200 acres or less.

This design will ensure that all post-construction drainage runoff occurring during a storm of twenty-five (25) year magnitude will be no more than the pre-construction drainage runoff for the project. This design also ensures that the post-construction runoff for a twenty-five (25) year storm is no more than the pre-construction runoff that is released onto a City of Saraland right-of-way or easement. The pre and post comparisons are shown on the accompanying drainage calculations submitted with this certification.

I acknowledge, in the event the Certification given herein is determined by the Building Inspector or his designee to be grossly incorrect, the City of Saraland may thereafter refuse to accept the certification of the undersigned.

Name: _____

P.E. # _____

Title: _____

Firm: _____

Date: _____

**ENGINEER'S AS-BUILT CERTIFICATION
FOR A COMMERCIAL SITE PLAN**

Project Name: _____

Address: _____

Completion Date: _____

Initial each item below.

_____ The storm drainage system and storm water detention facilities were constructed in accordance with the approved plans.

_____ As-built elevations and As-built plans are provided as required.

_____ Surveyed storm water detention volume: _____ cubic feet.

_____ Required Storm water detention volume: _____ cubic feet.

_____ The orifice is sized and installed correctly. If the detention control structure is an orifice plate: Measured size _____ inches. Required size _____ inches.

_____ The orifice plate is securely attached.

_____ Headwalls are properly constructed. Adjacent surfaces are stable.

_____ Embankment and/or excavated slopes appear to be stable and are covered in a suitable manner so as to prevent erosion.

_____ Drainage structures and storm drain lines are free of sediment and debris.

_____ The required size and quantity of riprap was provided at the outfall.

_____ Filter blanket was provided and properly installed under the riprap.

I hereby certify that this project was built in accordance with the approved plans and drawings and calculations of any significant changes in the final construction of the

project from what was shown on the previously approved plans have been submitted to the City of Saraland Building Department.

I further certify that this commercial site has been constructed in accordance with the Alabama Department of Transportation Standard Specifications for Highway Construction, current edition.

I acknowledge, in the event the Certification given herein is determined by the Building Inspector or his designee to be grossly incorrect, the City of Saraland may thereafter refuse to accept the certification of the undersigned.

Name: _____

Title: _____

Firm: _____

P.E. # _____

Date: _____

**ARTICLE XXXIV
THE SCHEDULE OF FEES**

34-1 FEES

The schedule of fees assessed by the Planning Department with regard to the administration of the Land Use and Development Ordinance:

DESCRIPTION:	FEE:
<u>PLANNING COMMISSION:</u>	
Site Plan	\$200.00
Preliminary and Preliminary /Final Plat	\$150.00
File Per Lot	\$10.00
Amendments	\$50.00
Final Plat	\$150.00
File Per Lot	\$10.00
Request to Rezone	\$300.00
Advertisement fee	cost per letter
Easement and/or Right of Way	\$100.00
Advertisement fee	cost per letter
Mobile Home Park License	\$150.00
License transfer	\$50.00
Site Disturbance Permit (Fee based on site cost, excluding construction of building)	\$20.00 Administrative Review cost per application, \$5.00 per each thousand or a fraction thereof
Annexation	No fee
PUD	\$200.00

BOARD OF ZONING ADJUSTMENT:

Administrative Review	\$150.00
Special Exception	\$150.00
Variance	\$150.00
Advertisement fee	cost per letter
Home Occupation Review	\$75.00 (Ord. 1062, 11-10-16)

SIGN PROVISIONS:

Note: A double fee shall be charged for any sign installed prior to the issuance of a permit.

Sign Permit	\$1.00 per square foot (\$25.00 Min.)
Yard Signs	\$1.00 each
Billboard Annual Fee	\$200.00
Temporary Banner	\$10.00