



**City of Saraland**  
**Building Department**  
**Site Plan/Planning Approval Application**

Plan Case Number: \_\_\_\_\_ Date Application Submitted: \_\_\_/\_\_\_/\_\_\_\_\_

Name of Development: \_\_\_\_\_

Request is for (please check all that apply):  Site Plan Review  Planning Approval\*

\* Please check the Table of Permitted Uses in Article 35 of the Land Use & Development Ordinance for uses requiring Planning Approval. Planning Approvals require a public hearing. A mailing fee will be assessed for each required public hearing notice, in addition to the application fee.

Site Location (Address or Parcel No.): \_\_\_\_\_

Please attach a deed or legal description of the property on a separate plan sheet.

Water Source: \_\_\_\_\_ Sewer Source: \_\_\_\_\_

Name of Applicant/Authorized Agent: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip Code)

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Property Owner (if other than Applicant): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip Code)

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Engineer/Architect: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Street or P.O. Box) (City) (State) (Zip Code)

Telephone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

The undersigned acknowledges that approval shall be authorization to begin work, subject to the issuance of a site disturbance permit. Approval of the site plan 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 OWNER or AUTHORIZED REPRESENTATIVE

Please attach an Agent Authorization Form signed by the property owner to allow someone other than the property owner to sign and submit the application.

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An application for Site Plan Review and/or Planning Approval 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. For uses requiring Planning Approval, please provide a narrative describing how the proposed use is appropriate with regard to: transportation, access, water supply, waste disposal, fire, police protection, and other public facilities; as not causing undue traffic congestion or creating a traffic hazard; and how the proposal is in harmony with the orderly and appropriate development of the district in which the development is to occur.
- \_\_\_g. 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.
- \_\_\_h. The provisions for tree protection and buffering requirements.
- \_\_\_i. 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.

- \_\_\_j. 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:
  - \_\_\_\_\_ j - 1    Screening, Lighting and Space.
  - \_\_\_\_\_ j - 2    Surface Water Drainage.
  - \_\_\_\_\_ j - 3    Erosion and Sediment Control.

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\_\_\_\_\_ j – 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.

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

\_\_\_\_\_ j – 5 Waterway Protection.

\_\_\_k. A traffic impact analysis and corrective measures to address detrimental conditions brought about by the development.

\_\_\_l. Architectural renderings, elevations and representative floor plans in preliminary form.

\_\_\_m. 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.

\_\_\_n. Landscape and Irrigation Plan.

\_\_\_o. Construction Best Management Practices Plan (CBMPP) and Erosion Control Plans.

\_\_\_p. Perk Test Report from Board of Health if on septic tank.

\_\_\_q. All Applicable ADEM and ALDOT Permits.

\_\_\_r. 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.

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**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:

- (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)