



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

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

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

Proposed Land Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

To check existing zoning, view the City of Saraland Zoning Map at <https://saraland.org/planning-zoning-department/>

Site Location (Address or Parcel Number): \_\_\_\_\_

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

Request is for (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 land uses requiring Planning Approval. Planning Approvals are reviewed as a separate agenda item from Site Plan Reviews

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

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

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

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

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

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

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

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

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

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 AGENT

Please attach an Agent Authorization Form signed by the property owner to allow the authorized agent to sign and submit the application on their behalf.

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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)

# SITE PLAN REVIEW AND PLANNING APPROVAL

## IMPORTANT NOTES

-See Article 35 (Table of Permitted Uses) of the Land Use and Development Ordinance or contact department staff at 251-679-5502 to see if development would require planning approval in addition to site plan review. Some applications require an additional "Planning Approval" vote in addition to the site plan review.

-Site Plan Review is not conceptual. Comprehensive civil plans, surveys, drainage reports, etc. are required as deemed necessary by staff. Site Plan Approval would allow the applicant to apply for a Site Disturbance Permit with the Building Department.

-All commercial and industrial developments and residential developments of two or more dwelling units require Site Plan Review.

-Incomplete applications, including those without payment, or those submitted late, may be delayed to later agendas. Submission deadline with payment and all submittals is 30 days before Planning Commission meeting.

-The application contains a checklist. You are encouraged to meet with staff and discuss your project and submittal requirements before submitting an application which is less than 100% complete and inclusive of 100% of the items listed on the application, regardless of development type or situation.

-Green infrastructure practices, erosion control plans, and the prevention of illicit discharges are a priority to the City of Saraland Building Department. Green infrastructure is encouraged and plans for erosion control during demolition and construction may be required. Applicants are encouraged to contact staff to discuss these items before beginning a significant project. Projects over 1 acre in size will require a permit from ADEM.

-A person or firm may submit on behalf of a property owner but must do so with a notarized letter from the owner, including the names of all parties, application type, address, and date, or the owner may sign the agent authorization form attached with a copy of their identification. Companies, LLCs, and the like should include a statement from a manager, owner, officer, member, etc. expressing their authority to sign or submit on behalf of any entity.

-City staff may require additional submittals as deemed necessary for appropriate reviews. All developments must be compliant with Ord. 757, the Land Use and Development Ordinance of the City of Saraland. See: <https://saraland.org/wordpress/wp-content/uploads/2022/01/Land-Use-and-Development-Ordinance-City-of-Saraland-Updated-Jan-2022.pdf>. Articles which may be of particular interest include:

*Article XV (15): PROCEDURES FOR SITE PLAN REVIEW*

*Article XVI (16): PARKING REQUIREMENTS FOR ALL DISTRICTS*

*Article XVIII (18): DRAINAGE AND STORM SEWERS EROSION AND SEDIMENTATION CONTROL STORM WATER DETENTION*

*Article XIX (19): LANDSCAPE AND TREE PROTECTION*

-Planning Commission Meetings are traditionally held the 2<sup>nd</sup> Tuesday of each month at 937 Saraland Blvd. S, Saraland, AL at 6:00 p.m. with a 5:30 pre-meeting. Special call meetings may be scheduled by the Chair. Applications for all meetings are due 30 days before a meeting, unless a small grace period is given by staff, not to exceed 7 days. Contact department staff to confirm meeting times/dates and agendas. Applications which are not considered complete, are unpaid, deemed deficient or unacceptable by staff, or deemed noncompliant with the Land Use and Development Ordinance may not be placed on agendas for the Planning Commission to allow for additional submittal and review. Staff from Planning, Engineering, Public Safety, and other departments will review applications as necessary before Planning Commission meetings and will attempt to give notice of deficiencies to the applicant prior to meetings, when possible, to allow for revised submittals, though no timeframe is guaranteed. Revised submittals may require more time for review, and it is not guaranteed that reviews will be completed

AGENT AUTHORIZATION

TO: CITY OF SARALAND BUILDING DEPARTMENT

I, \_\_\_\_\_  
*OWNER OF RECORD*

HEREBY AUTHORIZE \_\_\_\_\_  
*NAME OF AUTHORIZED AGENT OR COMPANY*

TO REPRESENT ME AND TO ACT ON MY BEHALF WITH REGARD TO A REQUEST FOR

\_\_\_\_\_  
*TYPE OF APPLICATION(S) OR REQUEST*

THIS AUTHORIZATION SHALL BE VALID FOR THE DURATION OF THE PROJECT ASSOCIATED WITH THE AFOREMENTIONED APPLICATION(S) OR REQUEST, OR AS OTHERWISE STATED BY ME IN A SEPARATE LETTER.

SINCERELY, \_\_\_\_\_  
*SIGNATURE OF PROPERTY OWNER* *DATE*

NAME & SIGNATURE OF ADDITIONAL OWNERS (AS NOTED ON THE RECORDED DEED)

\_\_\_\_\_  
*PRINTED NAME* \_\_\_\_\_  
*SIGNATURE* *DATE*

\_\_\_\_\_  
*PRINTED NAME* \_\_\_\_\_  
*SIGNATURE* *DATE*

# Maintenance Agreement for Stormwater Management Facilities

This Maintenance Agreement is made this \_\_\_ day of \_\_\_\_\_, 20\_\_ by and between \_\_\_\_\_ and the City of Saraland, Alabama.

The project name is \_\_\_\_\_.

The location is: \_\_\_\_\_, Saraland, AL.

The project's Tax Map and Lot Numbers are Tax Map \_\_\_\_\_, Lot \_\_\_\_\_.

The project is shown on a plan entitled " \_\_\_\_\_ " dated \_\_\_\_\_ and most recently revised on \_\_\_\_\_, approved by the \_\_\_\_\_ [Municipal Permitting Board] on \_\_\_\_\_ and recorded in the Mobile County Registry of Deeds in Plan Book \_\_\_\_\_ Page \_\_\_\_\_ (the "Project").

WHEREAS, the approval of the Project includes Stormwater Management Facilities which requires periodic maintenance; and

WHEREAS, in consideration of the approval of the Project the City of Saraland requires that periodic maintenance be performed on the Stormwater Management Facilities;

NOW, THEREFORE, in consideration of the mutual benefits accruing from the approval of the Project by the City of Saraland and the agreement of \_\_\_\_\_ to maintain the Stormwater Management Facilities, the parties hereby agree as follows:

1. \_\_\_\_\_, for herself/himself/itself, and her/his/its successors and assigns, agrees to the following:
  - (a) To inspect, clean, maintain, and repair the Stormwater Management Facilities, which includes, to the extent they exist, parking areas, catch basins, detention basins or ponds, drainage swales, pipes and related structures, as required by Section 6 of the City's Post-Construction Stormwater Management Ordinance, to prevent the buildup and storage of sediment and debris in the system;
  - (b) To repair any deficiencies in the *Stormwater Management Facilities* noted during the required inspection;
  - (c) To provide a summary report on the inspection, maintenance, and repair activities performed, as required by Section 6 of the City's Post-Construction Stormwater Management Ordinance, on the *Stormwater Management Facilities* to the *City Enforcement Authority*;
  - (d) To allow access by City personnel or the City's designee for inspecting the *Stormwater Management Facilities* for conformance with these requirements.

(e) To create a homeowners' association for the purpose of maintaining the *Stormwater Management Facilities*.

2. Upon creation of the homeowners' association, the homeowners' association shall become responsible for compliance with the terms of this Agreement.

3. This Agreement shall constitute a covenant running with the land, and \_\_\_\_\_ shall reference this Agreement in all deeds to lots and/or units within the Project.

\_\_\_\_\_

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Its: \_\_\_\_\_

### City of Saraland

\_\_\_\_\_  
Witness

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF ALABAMA

\_\_\_\_\_, ss.

\_\_\_\_\_, 20 \_\_\_\_

Personally appeared the above-named \_\_\_\_\_,  
the \_\_\_\_\_ of \_\_\_\_\_, and  
acknowledged the foregoing Agreement to be said person's free act and deed in said capacity.



Before me,

\_\_\_\_\_  
Notary Public / Attorney at Law

Printed Name: \_\_\_\_\_

STATE OF ALABAMA

\_\_\_\_\_, ss.

\_\_\_\_\_, 20 \_\_\_\_

Personally appeared the above-named \_\_\_\_\_  
the \_\_\_\_\_ of the City of Saraland, and acknowledged the foregoing  
Agreement to be said person's free act and deed in said capacity.

Before me,

\_\_\_\_\_  
Notary Public / Attorney at Law

Printed Name: \_\_\_\_\_