

Site Plan Application  
City of Decatur, Planning & Development Department  
308 Cain Street NE  
Decatur, AL 35601  
(256) 341-4720 / planning@decatur-al.gov



Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

*The applicant will be the point of contact for communication with city staff*

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Engineer: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Describe the Proposed Project:  
\_\_\_\_\_  
\_\_\_\_\_

In City Limits? Yes   
No

Current Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_ Total Acreage: \_\_\_\_\_  
*Any rezoning or annexation requests must be accompanied by appropriate application*

Date of Predesign/Pre-application Meeting: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ *Predesign required unless waived by Planner*

Site Plans are reviewed for compliance with the Zoning Ordinance and assurance of public safety and welfare with respect to traffic, drainage, flooding, fire hazards, compatibility with existing development, and other applicable regulations.

**Required Items for Submission: mark if included**

- \_\_\_\_\_ One (1) complete, paper copy or copies of plan
- \_\_\_\_\_ Electronic copy of plan (PDF; may be submitted via USB flash drive or emailed—we can't receive email >25mb)
- \_\_\_\_\_ Completed Site Plan Checklist (page 2 of this document)
- \_\_\_\_\_ Designation of Agent form (if applicant is not property owner)
- \_\_\_\_\_ Fee(s)

**Partial or incomplete applications will not be accepted. No work may begin until a permit is issued.**

Our standard site plan review process includes an initial review by all departments. A review letter will be returned to the applicant stating any deficiencies and needed corrections and a request for resubmittal. **Once a resubmittal is received, it will be reviewed once again and will be approved, approved with conditions, or denied.** If denied, applicant will need to begin application process again with new application, submittal, and fees.

**It is strongly recommended that application be submitted well in advance of deadline, especially for new, large, or complex developments. This will give staff time to point out needed corrections and offer any further suggestions.**

I have read the above statements and warrant in good faith that I understand and will comply, that my application is complete, and that the information submitted is true and correct.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Site Plan Application Checklist

Name of Project: \_\_\_\_\_

All items must be marked. **Plans must be fully compliant with the Decatur Zoning Ordinance and other applicable regulations.**  
This checklist is provided as an aid in the process.

**List in the blank the page number where item can be found, 'X' or '✓' if attached or understood, or 'N/A' if not applicable.**

- \_\_\_\_\_ Name of project, date, owner & applicant name, designer name, and contact information
- \_\_\_\_\_ North arrow, legend (can just mark as included)
- \_\_\_\_\_ Standard scale of not less than one inch = 100 feet, shown both graphically and as a written ratio (can just mark as included)
- \_\_\_\_\_ Vicinity map
- \_\_\_\_\_ Topography at not greater than two-foot contour intervals, or as otherwise required by the City
- \_\_\_\_\_ Required yard setbacks
- \_\_\_\_\_ The proposed location of all buildings and existing buildings with dimensions shown
- \_\_\_\_\_ A description of the use of all buildings and premises
- \_\_\_\_\_ Required open spaces, if applicable, and Management Plan, if required in accordance with Zoning Ordinance
- \_\_\_\_\_ The areas, number of spaces, and dimensions of all parking
- \_\_\_\_\_ The location of all streets, driveways, walks, ingresses and egresses, and curb cuts
- \_\_\_\_\_ All service and loading spaces
- \_\_\_\_\_ The location and areas of illumination of all exterior lighting
- \_\_\_\_\_ The location, size, number, and character of all exterior signs (signs must still be permitted separately)
- \_\_\_\_\_ The location, character, and extent of landscaping, retaining and screen walls, and other treatments
- \_\_\_\_\_ The provision for surface drainage of the premises
- \_\_\_\_\_ Public and private easements, existing and proposed, and their purpose
- \_\_\_\_\_ Finished floor elevation, current FEMA FIRM panel information, and the location of any special flood hazard areas on or within 50 ft of the site; if there is no SFHA on or adjacent to the site, a note must be provided stating such
- \_\_\_\_\_ The location of all existing and proposed water and sewer (sanitary and storm) lines and location of proposed taps to public lines, as well as other utilities, both underground and overhead
- \_\_\_\_\_ The location of fire hydrants and other fire department connections, existing and proposed
- \_\_\_\_\_ The findings of a registered engineer relative to the probable noise generated by the proposed use. This item is not required unless, in the opinion of the Director, the proposed use is likely to generate excessive noise or if the property upon which the use is to be carried out is adjacent to residential uses or zones.
- \_\_\_\_\_ Landscape plan and parking plan, if required
- \_\_\_\_\_ Floodplain Development Permit Application (required for any development in a Special Flood Hazard Area)
- \_\_\_\_\_ Grading Permit Application, if required
- \_\_\_\_\_ Post-construction Stormwater Permit Application, if required
- \_\_\_\_\_ Certificate of Appropriateness, if located in Historic District
- \_\_\_\_\_ I understand that work on the site may not begin until a permit is issued in hand
- \_\_\_\_\_ I understand I must comply with the whole Zoning Ordinance and other applicable rules and regulations
- \_\_\_\_\_ I understand that a Certificate of Occupancy or other final approval will not be given until ALL work is completed, inspected, and approved

**I have completed the above and warrant in good faith that I understand and will comply, that my application is complete, and that the information submitted is true and correct.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_