

SITE PLAN CHECKLIST - PLANNING & ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Site Plan Review application and is required to be submitted with your application. Information relative to the Site Plan Review process can be found in Article 3 of the Zoning Ordinance.

All plans and application requirements shall be submitted in a PDF format via email.

1. Application Criteria

- One check for \$300.00 and other applicable fees as determined by the City. (Administrative Site Plan review fee is \$250.00)
- Completed General Application with an original signature from the Applicant and the Owner.
- One copy of a current title policy, title opinion, or title report (no older than 45 days from date of submission).
- One copy of utility letters from electric, water, sewer, trash provider, and gas (if applicable) stating the property may be adequately served by such utility.
- All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities.
- FAA Form 7460-1 shall be submitted to the Airport Manager for all proposed structures exceeding 50' in height within 5 miles of the Jack Edwards Airport.
- One current boundary/topographic survey of the property containing a complete legal description of the property and the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water.
- Substance of covenants, grants of easements, right-of-ways, or other restrictions imposed upon the use of the land, buildings, and structures

2. Site Plan Drawings

- A vicinity map to appropriate scale and north arrow.
- A Site Data Table shall include but not be limited to:
 - A Colored Site Plan
 - Current Zoning
 - Lot Size
 - Building Height(s)
 - Total Number of Dwelling Units
 - Dwelling Unit Per Acre
 - Setbacks
 - Impervious Coverage
 - Building Coverage
 - Landscape/Open Space Coverage
 - Floor Area Ratio
 - Vehicular, Handicap, and Bicycle Parking Spaces
 - Off-Street Loading Spaces
- Utility Plan showing the locations of existing and proposed utilities (sanitary sewer, waterlines, telephone lines, etc.). The location of all HVAC units and all exterior mechanical equipment shall be shown.
- Refuse Collection Plan identifying the type, location, and how the refuse is to be serviced. If roll-out containers are proposed, indicate this in the form of a note. (Article 14)
- Circulation and Parking Plan: (Article 14 & 16)
 - Existing and proposed travel ways with dimensions

- Location and proposed parking spaces including handicap with dimensions
- Locations and dimensions of sidewalks and other pedestrian connections
- Locations and dimensions of off-street loading and bike parking
- ❑ Open Space Plan showing the location and size of any common space, commonly owned facilities, and form of organization which will own and maintain any common open space and such facilities (Article 6 & 12)
- ❑ Grading and Drainage Plan shall include but not be limited to:
 - Existing Grades including 25' outside of the site
 - Proposed grades and elevations
 - Building finish floor elevations
 - Drainage device details
 - Cross Sections of ditches/detention/retention areas
 - Drainage Calculations
 - Drainage Maintenance Letter
 - Erosion control plan
- ❑ Construction Detail Plan including but not limited to sidewalk plan and section, driving and parking surfaces, retaining and freestanding walls, dumpster enclosure plan and elevation, handicapped parking striping plan, etc.
- ❑ Architectural Floor Plans and colored building elevations identifying the type of the exterior materials to be used.
- ❑ Landscape Plan including but not limited to required buffers, screening, landscape details and plant schedule. (Article 12)
- ❑ Tree Protection Plan indicating the existing trees, caliper sizes, and species. This plan shall include the proposed site plan, grading plan, and indicate the existing trees to be preserved and removed.
- ❑ Lighting Photometric Plan including typical light pole and fixture details
- ❑ Engineer Statement of Compliance that the site plan is in compliance with the adopted City of Gulf Shores Fire Codes shall be on file with and accepted by the Fire Code Official. It the responsibility of the applicant to obtain the requirements for this letter of compliance from the fire code official.
- ❑ The plans shall include the following:
 - Project name
 - Date of plan preparation including all revision dates
 - Appropriate scale
 - North arrow
 - Preparer's name, phone number, and fax number

3. Supplemental Information

- ❑ Traffic Impact Study when any one of the following thresholds are exceeded:
 - Residential – 150 dwelling units
 - Retail – 25,000 square feet (gross)
 - Office – 60,000 square feet (gross)
 - Educational – 30,000 square feet (gross) or 250 students
 - Lodging – 150 rooms
 - Industrial – 90,000 square feet (gross)
 - Medical – 25,000 square feet (gross)
 - Mixed use sites - when the combination of uses exceeds the thresholds above

If the applicant has any questions or concerns regarding Site Plan Review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Andy Bauer	Zoning Administrator	251.968.1151	251.968.1188	abauer@gulfshoresal.gov
Jennifer Watkins	Planner	251.968.1154	251.968.1188	jwatkins@gulfshoresal.gov
Mell Davis	Admin. Assistant	251.968.1164	251.968.1188	mdavis@gulfshoresal.gov



**DEPARTMENT OF FIRE AND EMERGENCY SERVICES
SITE PLAN ENGINEERING CHECKLIST 2018 IFC**

Submittal Date: _____ Planning Number: _____

Project Name: _____

Project Address: _____

Applicant: _____

Application Checklist (2018 International Fire Code)			N/A	YES	NO
This report shall be submitted to the fire department for review and approval prior to construction					
Construction documents for proposed fire apparatus access, location of fire lanes, security gates across fire apparatus access roads.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All submittal and revisions shall bear the signature and seal of an Alabama Registered P.E.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working drawing or preliminary document shall bear the statement "NOT FOR CONSTRUCTION"			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gulf Shores Planning and Building Dept. deadlines shall apply.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project comply with <u>Chapter 5</u> Fire Service Features?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project comply with <u>Appendix B</u> Fire-Flow Requirements for Buildings?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project comply with <u>Appendix C</u> Fire Hydrant Locations and Distribution? Submit construction documents and hydraulic calculations for fire hydrant submittal.			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the project comply with <u>Appendix D</u> : Fire Apparatus Access Roads?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the total number of one- or two-family dwellings units exceed 30?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the vertical distance between the grade plane and the highest roof surface exceed 30 ft.?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does this project have commercial buildings exceeding three stories or 30 feet in height?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineer of Record Statement: The undersigned hereby verifies that they have read and examined this application and know the same to be true and correct. All Provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.					
Please Print Name		Title:			
Signature:		Date:			

Engineers Seal:

Fire Dept. Contact: George F. Surry, Fire Code Official, P.O. Box 299 Gulf Shores, AL 36547 O: (251) 968-7422; D/Text: (251) 269-7996 gsurry@gulfshoresal.gov Form SPC-2020a
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