

CITY OF DAPHNE  
COMMUNITY DEVELOPMENT  
SITE PLAN DESIGN CHECKLIST  
ARTICLE XV

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An application for Site Plan Review shall be accompanied by plans which provide the following information, unless said requirement is waived by the Director of Community Development. Additional information may be required if necessary for consideration by 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 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 relationship of the site to existing development in the area including streets, utilities, residential and commercial development and physical features of the land including ecological features, as well as, the zoning district of each.
- e. Site data table which includes: zoning, proposed use, minimum setbacks, number of parking spaces required and proposed, size and percentage of building area, landscaped area, pervious and impervious areas.
- f. The location, size, and use of any common areas and/or facilities and organization responsible for maintenance thereof.
- g. The use and location of all buildings and other structures to be located on the site.
- h. 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.
- i. The provisions for tree protection and buffering requirements.
- 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.

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- \_\_\_ I. Sign Details.  
  
The location and size of all signs to be located on the site. In the event that a sign is pre-existing and fails to conform to the requirements as setforth in the Ordinance, approval of the site plan may be granted only under the condition that all signs shall comply with the regulations setforth.
  
- \_\_\_ m. Landscape and Irrigation Plan signed by the developer of the developer.
  
- \_\_\_ n. Construction Best Management Practices Plan (CBMPP). A separate 11 x 17 plan sheet shall accompany these plans. Said plan shall be placed on and accompany plans at time of submittal.
  
- \_\_\_ o. Is Staged Development proposed? \_\_\_\_\_. If YES, a Master Plan is required sufficient in scope and detail to substantially reflect the FINAL and COMPLETE DEVELOPMENT.
  
- \_\_\_ p. Any additional data, plans or specifications which the applicant or the Director of Community Development believes is pertinent and which will assist in clarifying the application including, but not limited the following:
  - \_\_\_ p-1 Screening, Lighting, and Space.
  
  - \_\_\_ p-2 Surface Water Drainage.
  
  - \_\_\_ p-3 Erosion and Sediment Control.
  
  - \_\_\_ p-4 Utility Plan which shows the location of the water, sewer, and gas connections from the structure to the main line.  
  
Water, sewer and fire hydrant connections.  
Indicate location of grinder pump and back flow preventer, if applicable.  
Indicate location of grease and oil separator, if applicable.
  
  - \_\_\_ p-5 Coastal Protection.

*Drawing By:* \_\_\_\_\_ *Certified By:* \_\_\_\_\_  
*(Signature of Designer)* *(Signature of Project Manager)*

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Acknowledgement of Bond Requirement

The following is an excerpt from the Land Use & Development Ordinance which describes the bonding process. A bond is applicable only where off-site impacts are anticipated. Please review and sign this document. Submit with application material.

**15-8 BOND REQUIREMENT FOR OFF-SITE IMPACTS**

Whenever a person, firm, corporation, developer or other entity proposes to develop a commercial, public, semi-public or multi-family, or mixed use project that, in the opinion of the Director of Community Development 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 shall be required to submit a non-cancelable performance bond in the name of the permittee, a letter of credit or cashier's check, to the City prior to the issuance of a site disturbance permit.

At the time of the site plan approval, the bond shall become effective and shall 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 percent (20%) of the total cost for the performance of all site work. Said bond shall cover drainage, erosion and siltation damage, if any.

The Director of Community Development or other administrative official as designated by the City Council shall determine the prescribed bond, as well as, the adequacy and the security thereon.

**15-9 RELEASE OF BOND**

At the expiration of two (2) years from the issuance of the Certificate of Occupancy, the Director of Community Development and the Site Containment Officer or designee of the Building Official shall determine if the drainage design implementation of the project has:

Been performed in accordance and continues to functions within the parameters of the design standards as set forth by the project engineer;

Had any impact on any streams, waterways, or third parties that have been minimized through mitigation efforts;

Received from the project engineer a certificate of performance which states the drainage facilities have been constructed in accordance with the plans, specifications, and engineering guidelines.

The City may release the developer and/or the bond holder from further obligations under said bond based upon the evaluation and recommendation of the Director of Community Development, Director of Public Works and/or the Site Containment Officer, or designee of the Building Official, City Engineer and the Planning Commission.

If it is determined that 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 prohibit the release of bond. If the site contractor is unable and/or unwilling to satisfy the deficiencies as enumerated by the Director of Community Development, Director of Public Works and/or the Site Containment Officer, or designee of the Building Official or City Engineer, the entire bond shall be forfeited with the bond being payable to the City of Daphne 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.

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*(Printed Name of Developer)*

*(Signature of Developer)*

*(Date)*