



FROM PLANS TO PERMITS FREQUENTLY ASKED QUESTIONS

Who should I contact to initiate the site plan review process?

Contact Jan Vallecillo, the Planning Coordinator at 251-621-3184 in City Hall located at 1705 Main Street, Daphne Alabama 36526.

What is the average review period for site plan approval?

30 days from the date of submission.

Who reviews the plans?

Community Development, Public Works, Building Inspections, Fire Department, Daphne Utilities, Riviera Utilities, Belforest Water, Park City Water, and applicable county, state and/or federal authorities.

What is the general process for commercial site development or redevelopment?

1. Applicant submits application and supplemental information to Community Development.
2. City Staff & Utility Departments review site construction plans and collaborates with design engineer or qualified professional to revise plans to meet applicable local, state and federal requirements.
3. Planning Commission Review application at Site Preview and vote Regular Meeting.

What should I do after receiving site plan approval from the Planning Commission?

After approval, the applicant should contact the Planning Coordinator to schedule a Pre-Construction conference between the contractor, developer and City Staff/Utilities. It is a question-and-answer session where we discuss expectations of involved parties.

I've heard that a site disturbance permit is necessary for me to begin moving dirt and beginning the construction process. How do I get one?

After the Pre-Construction conference, applicant submits Site Disturbance Permit application and supplemental information which includes:

1. Cost Estimate from Engineer;
2. Contractor must have City of Daphne Business License;
3. Fee for site work only (\$20 application fee plus \$5.00 for each \$1,000 of site work value of improvements);
4. Any applicable state and/or federal permits;
5. Community Development issues the site address, reviews the application and grants the permit. We also provide notice of permitting to other departments.

What do I do once the work is all done?

Upon completion, the developer is responsible for having the design engineer and landscape architect to inspect the site and certify that work has been satisfactorily implemented in accordance with the plans approved by the Planning Commission. Letters to that effect AND a set of as-built drawings of the project improvements should be submitted to Community Development Director. Upon receipt of these three items, a final inspection by city staff will take place. If no additional work is required, the director will sign the Certificate of Occupancy.

Additional steps are required for final subdivision approval as provided in the Land Use & Development Ordinance.