



SITE PLAN APPLICATION

Office use only: Rev071116	Date Plan Submitted:
Application Number: SP-	Date Project Presented:

Legibly print or type responses below. Indicate N/A or an "X" where item is not applicable.

SITE DATA

Name of Development: _____

Proposed Land Use: _____

Site Location: _____

DESCRIPTION: Section _____ Township _____ Range _____ Acres: _____

PPIN#: _____ Zoning Designation(s): _____

Overlay District: _____ BZA Approved Variance(s) / Special Exception _____

Legal Description: _____

(where necessary, attach separate sheet with header entitled "Legal Description for [Name of Project]")

Utility Sources: Water [_____] Sewer [_____]

STAGED DEVELOPMENT: _____ If NO, skip to next section. If YES, a master plan of sufficient scope and detail to substantially reflect the final and complete development is required and must be submitted with this application. Is master plan attached? _____

CONTACT INFORMATION

*Name of Owner:	Phone:	
*Name of Developer:	Phone:	
Mailing Address:	Fax:	
Name of Authorized Agent:	Phone:	
Mailing Address:	Fax:	
Name of Design Engineer:	P.E. License#:	
Firm Name:	Phone:	Fax:
E/O Insurance Policy Number:		
Pending claims on policy?	Attached copy of the Declaration page?	
City Business License# for Firm:		
Name of Landscape Architect:	L.A. License#:	
Firm Name:	Phone:	Fax:
City of Daphne Business License# for Firm:		

***If an LLC or LLP, provide name of Registered Member or Agent:** _____

The undersigned acknowledges that all information submitted is true and accurate; also, acknowledges that site plan approval shall be authorization to request a Site Disturbance Permit and Building Permit. No land disturbing activities shall occur on site until the site disturbance permit has been issued by the Department of Community Development.

Signature of Applicant/Authorized Agent: _____ **(Date)** _____

SITE PLAN SUPPLEMENT

In order to file an application for site plan approval, the following supplemental items must be submitted. A transmittal letter listing the information and documents submitted shall also be provided.

(Mark "X" if provided, "-" if not provided; "N/A" if not applicable)

- _____ 1. Original Site Plan application signed by the owner or authorized agent/representative
- _____ 2. Original letter of authorization signed by the owner (not applicable if owner is filing the application)
- _____ 3. Fee in the amount of \$500.00 (checks payable to "The City of Daphne")
- _____ 4. Recorded warranty deed for the property as proof of ownership
- _____ 5. Certification of Engineering Design and Construction Form
- _____ 6. Completed/Signed Site Plan Checklist signed by the Project Manager
- _____ 7. Commercial Indemnification Form (if applicable)
- _____ 8. Traffic Impact study (if applicable)
- _____ 9. Master Plan if part of phased development or unified planned development
- _____ 10. Drainage calculations
- _____ 11. Sign details
- _____ 12. Construction best management practices plan
- _____ 13. One 24 x 36 Plan set which includes all the following sheets:
 - _____ a. Certified boundary survey sheet (shows existing conditions)
 - _____ b. Site plan sheet that meets the requirements listed on the Site Plan Checklist
 - _____ c. Grading and drainage sheet and drainage calculations
 - _____ d. Utility plan sheet
 - _____ e. Construction Best Management Practices Plan
 - _____ f. Architectural plans signed and stamped by Licensed Architect:
 - Preliminary floor plans and
 - Preliminary building elevations
 - _____ g. Tree survey (shows trees to be removed and those to be preserved)
 - _____ h. Certified landscaping and irrigation plans prepared by a Certified Landscape Architect and signed by the developer
 - _____ i. Signage plan (shows all signs including building signs, pylons and/or monuments)

14. Plan Delivery Statement (mark the appropriate response)

I have personally delivered plans to all city reviewers and all appropriate utility companies.

I request that Community Development deliver plans and documents to city reviewers through inter-office mail. Each of the items required below has been submitted and a transmittal letter with my contact information has been provided for each reviewer.

It is my responsibility to follow up with city reviewers to verify receipt of the plans delivered by Community Development and it is my responsibility to contact appropriate utility companies in regard to this project.

Submitted by: _____

Date: _____

Owner or Authorized Agent

Processed by: _____

Date: _____

Planning Coordinator

24x36 prints unless stated otherwise	SITE PLAN	DRAINAGE CALCULATIONS (PDF)	UTILITY PLAN	DRAINAGE & GRADING PLAN	CBMPP 11 X 17	SIGN DETAILS 8.5 X 11	COASTAL AREA SITE PLAN
Public Works	X	X	X	X			
Environmental Programs				X	X		
Fire Marshal			X				
Daphne Utilities			X	X			
Code Enforcement						X	
Building Official							X
Applicable Utility Companies			X				

All additional plan sets and/or electronic files must be delivered to all respective utility providers no later than the application deadline.

Failure to deliver the plans may cause your case to be postponed until a later Planning Commission hearing.

ADDITIONAL INFORMATION & CLARIFICATIONS

- ✓ **Site Plan application** must be the originally typed and signed document. No fax copies please.
- ✓ **The Letter of Authorization** must be signed by all owners (grantees) listed on the deed. For example, if John Doe and Joe Doe own the property, then both names must be either on the application or both names must be signed on the Letter of Authorization granting the agent the right to sign the application and related documents.
- ✓ **Articles of Incorporation** (applicable only if the property is owned by a company) or some documentation which lists the name of the individual (who signs the application) legally authorized to represent that particular company.
- ✓ A **recorded warranty deed** or circuit clerk's deed must be provided for each parcel within the proposed development.
- ✓ If the property is or will be leased, then a **Lease Agreement** showing both the owner's and lessee's signature must be provided.