



DEVELOPMENT PLAN APPLICATION

Department of Planning & Development

P.O. Box 2128

Dothan, Alabama 36302-2128

334-615-4410 – Office; 334-615-4419 – Facsimile

(PLEASE PRINT OR TYPE ON APPLICATION)

APPLICANT NAME: _____

PROJECT NAME: _____

ADDRESS OR LOCATION OF PROPERTY _____

CONTACT PERSON (If other than Applicant) _____

PROPERTY OWNER AND ADDRESS (If other than Applicant) _____

ACREAGE OF PROPERTY: _____ PRESENT ZONING: _____ BUILDING SQUARE FOOTAGE: _____

COUNTY: _____ PARCEL ID NO.: _____ FLOOD ZONE: _____

DEVELOPMENT PLAN – MAJOR
See Section 114-76 (C) (5)

DEVELOPMENT PLAN – MINOR
See Section 114-76 (C) (4)

TREE REMOVAL PLAN
See Section 114-237 (C)

Specify Proposed Use(s): _____

CONTACT INFORMATION: (Staff reports will be mailed to this address only.)

Mailing Address: _____ Telephone No(s): _____

_____ Fax No: _____

E-mail: _____

I acknowledge that I have received a copy of the Development Plan Checklist provided to assist in the preparation of the Development Plan. I understand that the applicant is responsible for having posted, at the applicant's expense, one or more Public Notice signs on the property for which major development plan approval is requested. Unless otherwise determined by the Planning Director, at least one Public Notice sign must be placed along each street on which the property fronts. I acknowledge that the Public Notice sign(s) must be posted on the property at least fourteen (14) days prior to the scheduled Planning Commission meeting and that the content and format of the sign(s) must conform to the Planning Commission's requirements (see attached).

I acknowledge that it is the policy of the Planning Commission not to consider Development Plans unless all of the requirements of the Development Plan Checklist have been met.

PRINTED NAME: _____

REPRESENTING: _____

SIGNATURE: _____

POSTING PUBLIC NOTICE SIGN DEADLINE: _____

Office Use Only:	

Date of Receipt	

Receipt Number	

Case Number	Zoning

Case Manager	

DEVELOPMENT PLAN APPLICATION CHECK LIST

Department of Planning & Development

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Note to the reader: The following check list is provided for the purpose of assisting in the preparation of a development plan. It is not a substitute for the actual ordinance text referenced below. This check list may be amended without notice.

In accordance with Article V of the Dothan, Alabama, Zoning Ordinance, the following shall be submitted 21 days prior to the Public Hearing Date, which will be the third Wednesday of each month (unless otherwise noted on the Planning Commission meeting date calendar) at 9:00 a.m. in the City Commission Meeting Room, Room 203, Second Floor of the Civic Center, 126 N. Saint Andrews Street:

1. Development Plan Application stating the request, location and zoning of the proposed development;
2. List of names and mailing address for all adjacent property owners on all sides and across the street according to the official tax records of Houston County. List may be obtained from the Revenue Commissioner's office at the Houston County Administrative Building, 462 North Oates Street, Fifth Floor;
3. \$100.00 filing fee, plus \$10.00 per acre not to exceed \$250.00 (checks payable to the City of Dothan). (Ex. 1.23 acres is calculated as follows: \$100.00 + \$12.30 (1.23 X \$10.00) = \$112.30);
4. Development Plans (8 copies on 24' x 36" paper), at a minimum scale of 1"=50' suitable to fit on a twenty-four inch by thirty-six inch (24" X 36") sheet. When more than one sheet is required, an index sheet of the same size shall be included showing the entire parcel with individual sheet numbers.
5. CD of Site Plan, Landscaping Plan, Building Elevations and any other design drawings in .PDF format;
6. Traffic Impact Study, may be required (consult the Traffic Engineer at 334-615-4477);
7. The following information is required on or in an acceptable form so as to accompany the development plan:
 - A. Development plan (project) name.
 - B. North arrow, scale and date prepared.
 - C. Legal description (metes and bounds).
 - D. Location map (vicinity map) showing ½ mile radius from the site.
 - E. Zoning designation of the subject property and adjacent properties.
 - F. Identification of watercourses, floodplains, potential wetlands, tree masses including protected trees (see Section 114-236).
 - G. Gross and net site area expressed in square feet and acres (if larger than 1).
 - H. Number of dwelling units proposed, if any.
 - I. Floor area devoted to each category of use.
 - J. Delineation in mapped form and computation of the area of the site devoted to building coverage and other impervious surfaces expressed in square feet and as a percentage of the overall site.
 - K. Number of parking spaces required and proposed (stated in relationship to the applicable formula) (see Section 114-182).
 - L. Location of proposed driveways, parking areas, median crossings and curb cuts for the site being developed on property immediately adjacent and within two-hundred (200) feet of the right-of-way or as otherwise determined by the traffic engineer.
 - M. Ingress, egress and site circulation including location of proposed connection to existing access roads and/or adjacent parking lots.
 - N. Location of proposed public and private easements for utilities, ingress, egress and drainage within and adjacent to the site.

- O. The location, size and height of all existing and proposed buildings on the site.
- P. Locations of all refuse collection facilities, including screening and access.
- Q. Provisions for proposed on-site storm water drainage and detention related to the proposed development.
- R. Existing and proposed utilities, including size and location of all water lines, sewer lines, gas mains, fire hydrants, manholes, lift stations and other utility appurtenances.
- S. Existing two (2) foot contours or key spot elevations on the site, and such off-site elevations as may be specifically required and not otherwise available which may affect the drainage or retention on the site.
- T. The proposed general use and development of internal spaces, including any recreation or open space areas, plazas and major landscape areas, etc.
- U. A note indicating the party responsible for maintenance of all common elements and open space.
- V. The location of all proposed earth or water retaining walls, earth berms, and public and private sidewalks.
- W. Phase lines, if development is to be constructed in phases.
- X. Dimensions of lot lines, streets, drives, building lines, building setbacks, building height, etc.
- Y. Landscape and buffer plan that complies with the City of Dothan Code of Ordinances, Section 114-236, Tree protection and landscaping.
- Z. The provision of a photometric plan submitted prior to release of building permit indicating the luminance of all proposed exterior lighting extending fifty (50) feet beyond the property boundary when the project is adjacent to residentially zoned or used property.
- AA. Typical building elevations with a description of proposed materials to be used.

Any deviation from stated minimums in the Zoning Ordinance may require a variance from the Board of Zoning Adjustment prior to the submission of the Development Plans.

A PUBLIC NOTICE sign must be erected at the applicant's expense no less than 14 days prior to the Public Hearing Date. The applicant will be responsible for making sure the sign is erected. **The PUBLIC NOTICE sign must be placed on all street frontages for proper notification of adjacent property owners.**

The Planning Commission may require additional information to assess the impact of the development upon the environment; public road; utilities; drainage system; school system or other public facilities or services prior to final action on the development plans.

SPECIAL NOTES:

FOR DEVELOPMENTS WHICH FRONT ON AND REQUIRE WORK ON COUNTY ROADS, A PERMIT TO WORK WITHIN THE RIGHT-OF-WAY OF (NAME OF ROAD) FOR (ACTIVITY OR WORK) MUST BE SECURED FROM THE HOUSTON COUNTY ROAD AND BRIDGE DEPARTMENT PRIOR TO THE CITY APPROVING THE DEVELOPMENT FOR CONSTRUCTION.

If clearing debris is to be burned, a permit must be obtained from the Fire Marshal's Office.

FAILURE TO INCLUDE THE NECESSARY INFORMATION ON THE DEVELOPMENT PLANS MAY RESULT IN APPROVAL DELAY. THE APPLICANT SHALL BE RESPONSIBLE FOR RE-POSTING A PUBLIC NOTICE SIGN ON THE PROPERTY AND RE-PAYING THE APPLICATION FEE, IF REQUIRED.



TREE REMOVAL PLAN APPLICATION CHECK LIST
Planning Commission
P.O. Box 2128
Dothan, Alabama 36302-2128
334-615-4410 – Office
334-615-4419 – Facsimile

Note to the reader: The following check list is provided for the purpose of assisting in the preparation of a tree removal plan. It is not a substitute for the actual ordinance text referenced below. This check list may be amended without notice.

In accordance with Article XIII of the Dothan, Alabama, Zoning Ordinance, the following shall be submitted 21 days prior to the Public Hearing Date, which will be the third Wednesday of each month (unless otherwise noted on the Planning Commission meeting date calendar) at 9:00 a.m. in the City Commission Meeting Room, Room 203, Second Floor of the Civic Center, 126 N. Saint Andrews Street:

1. Development Plan Application;
2. \$100.00 filing fee, plus \$10.00 per acre not to exceed \$250.00 (checks payable to the City of Dothan). (Ex. 1.23 acres is calculated as follows: \$100.00 + \$12.30 (1.23 X \$10.00) = \$112.30); Development Plans (8 copies on 24" x 36" paper);
3. Tree Removal Plans shall be submitted to the Planning Commission in the same manner as development plans as provided for in Article V of the zoning ordinance.
 - (1) Tree Removal Plans shall include the following information as per Section 114-237(C):
 - a. An accurately drawn map on twenty-four inch by thirty-six inch (24" x 36") paper showing any Residential Buffers and any Tree Protection Areas on the lot or parcel;
 - b. Inventory of all existing trees of twelve inches (12") or greater DBH located within any Residential Buffer, Tree Protection Area, adjacent street right-of-way, utility right-of-way or public easement and any protected trees located in the core area. The inventory shall show: the approximate location of each tree, the size (expressed in DBH) and species of each tree;
 - c. Description of other vegetation in any residential buffer;
 - d. Identification of trees of twelve inches (12") or greater DBH to be removed from any Residential Buffer, Tree Protection Area, street right-of-way, utility right-of-way or public easement and any protected trees to be removed from the core area of the property;
 - e. List of names and mailing address for all adjacent property owners on all sides and across the street according to the official tax records of Houston County. List may be obtained from the Revenue Commissioner's office at the Houston County Administrative Building, 462 North Oates Street, Fifth Floor;
 - f. An accurately drawn map on twenty-four inch by thirty-six inch (24" x 36") paper showing any proposed re-plantings or other proposed screen;
 - g. A description of the size, species and number of any proposed replanting materials and a description of any other proposed screen; and
 - h. The clearing limits of the proposed project.
 - (2) The Planning Commission may approve a tree removal plan, disapprove it or approve it with amendments or conditions.

A PUBLIC NOTICE sign must be erected at the applicant's expense no less than 14 days prior to the Public Hearing Date. The applicant will be responsible for making sure the sign is erected. The PUBLIC NOTICE sign must be placed on all street frontages for proper notification of adjacent property owners.

SPECIAL NOTES:

If clearing operation debris is to be burned on-site, a burn permit must be obtained from the Fire Marshal before clearing operations begin.

FAILURE TO INCLUDE THE NECESSARY INFORMATION ON THE TREE REMOVAL PLAN MAY RESULT IN APPROVAL DELAY. THE APPLICANT SHALL BE RESPONSIBLE FOR RE-POSTING A PUBLIC NOTICE SIGN ON THE PROPERTY AND RE-PAYING THE APPLICATION FEE, IF REQUIRED.

SIGN CONTRACTORS
Department of Planning & Development
P.O. Box 2128
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The following sign companies have indicated their interest in doing **PUBLIC NOTICE** signs for Planning Commission applicants. They are private contractors and set their own prices for the signs. The City does not endorse or recommend any of these contractors.

Complete Signs Justin Holland 334-405-6067	Dothan Sign Designs Brad Glover 334-712-0110	Dick Whatley Sign Svc. Dick Whatley 334-790-3692 334-693-3551
FASTSIGNS of Dothan Shane A. Jeter 334 226 5716	Neal’s Sign Service Neal McLendon 334-714-0266	Sign Erectors Brad Sanders William Browning 334-702-0656
Signs Etc. Tom Cozart 334-678-9507		

SIGN SPECIFICATIONS:

BOARD

The sign shall be painted in black letters on a white background on a 4’ x 8’ sheet of plywood at least ½” thick or with sufficient bracing to make the sign stable. The sign shall be of sufficient quality that it may be easily read from the street and shall be placed at the front of the lot using no less than 2’ x 4’s for posts.

LETTERS

A three-inch space shall be between each line. The words PUBLIC NOTICE shall be in six-inch high letters with each remaining line in three-inch high letters. Letters shall be one and one-half inch in width with the letter “I” at least one inch in width with appropriate spacing between words. There is a maximum of 48 letters per line. This takes 72 inches leaving 24 inches for the margin and appropriate spacing.

RULES

The sign shall be erected on the lot no less than 14 days in advance of the Planning Commission meeting day at which the request is to be considered. The sign shall remain erect until the day after the meeting in which the applicant will be responsible for removing the sign from the site. Any tabled items from the agenda until the next month will need to have the sign changed to note the new date.

Any failure to adhere to the above specifications would result in the failure of the applicant’s request to be considered by the Planning Commission.

EXAMPLE OF DEVELOPMENT PLAN PUBLIC NOTICE SIGN

Planning Commission

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PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION

OF THE CITY OF DOTHAN WILL, ON WEDNESDAY,

MONTH, DAY YEAR. AT 9:00 A.M., CONSIDER

APPROVAL OF DEVELOPMENT PLANS FOR THIS SITE.

PLANNING & DEVELOPMENT DEPARTMENT

(334) 615-4410