



# DEVELOPMENT PLAN APPLICATION

Department of Planning & Development  
P.O. Box 2128 Dothan, AL 36302-2128  
126 N Saint Andrews St. Dothan, AL 36303  
334-615-4410 – Office; [planning@dothan.org](mailto:planning@dothan.org)

APPLICANT NAME: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

CONTACT PERSON/APPLICANT (Authorized Agent) \_\_\_\_\_

PROPERTY OWNER AND ADDRESS (If other than Applicant) \_\_\_\_\_

ACREAGE OF PROPERTY: \_\_\_\_\_ PRESENT ZONING: \_\_\_\_\_ BUILDING SQUARE FOOTAGE: \_\_\_\_\_

COUNTY: \_\_\_\_\_ PARCEL ID NO.: \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Specify Proposed Use(s): \_\_\_\_\_

***PLEASE ATTACH A SEPARATE DOCUMENT THAT CONTAINS A WRITTEN NARRATIVE DESCRIBING THE SCOPE OF THIS PROJECT.***

**CONTACT INFORMATION/AUTHORIZED AGENT INFORMATION: (Staff reports will be mailed to this address only.)**

Mailing Address: \_\_\_\_\_ Telephone No(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

I acknowledge that I have received a copy of the Development Plan checklist, and I understand that all required information must be completed for review and approval of this Development Plan.

PRINTED NAME: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

<b>Office Use Only:</b>	
_____	
Date of Receipt	
_____	
Receipt Number	
_____	
Case Number	Zoning
_____	_____
Case Manager	
_____	



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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.

- 1. A completed Development Plan Application, which shall state the request, location and zoning of the proposed development; applications can be submitted via our [online portal](#);
- 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. Traffic Impact Study, may be required (consult the Traffic Engineer at 334-615-4471);
- 5. Dothan Utilities Capacity Request Application - [Prospective Customer Sanitary Sewer Data Sheet](#)
- 6. 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 one-half (½) mile radius from the site.
  - E. Zoning district of subject property, which is the subject of the development plan and adjacent properties.
  - F. Identification of watercourses, floodplains, potential wetlands, tree masses including protected trees as defined by Section 114- 237, Tree protection and landscaping.
  - G. Gross and net site area expressed in square feet and acres (if larger than one (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).
  - 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 as determined by the Traffic Engineer. The Traffic Engineer, in his professional judgment, may require a traffic impact study in accordance with Chapter 98, Article IX, City of Dothan Code of Ordinances.

- 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, storm drain 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 of or stormwater retention/detention necessary for 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, buffer and tree removal plan that complies with Article XIII, Landscaping and Buffers.
- Z. The provision of a photometric plan submitted prior to release of building permit indicating the luminance of all proposed exterior lighting, not exceeding .4 foot candles, 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.
- BB. The provision of five-foot wide sidewalks along all street frontages, public or private, constructed to the same standards as required in Article III of the City of Dothan Subdivision Regulations.

Any deviation from stated minimums in the Zoning Ordinance may require a variance from the Board of Zoning Adjustment or Planning Commission.

**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.*