



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; 334-615-4419 – Facsimile

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 _____ Telephone No(s): _____
Address: _____
E-Mail: _____ Fax Number: _____

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: _____

Office Use Only:	

Date of Receipt	

Receipt Number	

Case Number	Zoning
_____	_____
Case Manager	



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Note to the reader: The following checklist 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 checklist may be amended without notice.

- 1. A completed Development Plan Application, which shall state 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" =
- 5. 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.
- 6. CD of Site Plan, Landscaping Plan, Building Elevations and any other design drawings in .PDF format;
- 7. Traffic Impact Study, may be required (consult the Traffic Engineer at 334-615-4477);
- 8. The following information is required on or in an acceptable form 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 0.4-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.

9. **Digital copy.** A digital copy of all paper maps formatted as either .PDF or .JPG.

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.

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.