



3-25-24

APPLICATION FOR DEVELOPMENT REVIEW

GENERAL INFORMATION

Name of the Development: _____

Brief Description of the Proposed Development:

Applicant(s):
(attach additional
pages if necessary)

Name: _____

Address: _____

Email: _____

Daytime phone number: () _____ - _____

Cell phone number: () _____ - _____

Fax number: () _____ - _____

Designated Agent:
(attach Designation of
Applicant's Agent form)

Name: _____

Address: _____

Email: _____

Daytime phone number: () _____ - _____

Cell phone number: () _____ - _____

Fax number: () _____ - _____

Applicant or Designated Agent Certification

I, the undersigned, do hereby attest that the information provided in this application for the Development Review is true and correct.

Print name _____

Signature: _____

Date: _____

Property Owner:
(attach additional
pages if necessary)

Name: _____
Address: _____

Email: _____
Daytime phone number: () _____ - _____
Cell phone number: () _____ - _____
Fax number: () _____ - _____

Property Information:

Address / location: _____

PPIN or Parcel Number: _____
Subdivision: _____
Plat Book / Page Number: _____
Current Zoning: _____
Current use of property: _____

Property Owner Authorization (must be completed if Applicant is not the Property Owner)

I / We, the undersigned, do hereby attest that I am / we are the legal owner(s) of the property described above. I / We authorize the person(s) herein identified as Applicant to develop my / our property as described herein.

Print name _____ Signature: _____ Date: _____

Print name _____ Signature: _____ Date: _____

Print name _____ Signature: _____ Date: _____

Print name _____ Signature: _____ Date: _____

**DESIGNATION
OF
APPLICANT'S AGENT**

Name of the Development

STATE OF ALABAMA
COUNTY OF CALHOUN

KNOW ALL MEN BY THESE PRESENTS, that on this _____ day of _____, _____, I / We, _____, the undersigned, do by this instrument make, constitute, appoint, and designate _____ as my / our true and lawful Agent for all proceedings relating to the Development Review herewith submitted to the Planning Commission of the City of Jacksonville, for and during the period such review is pending or until earlier revoked by written notice to said Planning Commission.

Said Agent is hereby authorized to act on behalf of the Applicant(s) in all matters and aspects of the review process, GIVING AND GRANTING, unto said Agent full power and authority to do and perform every act, deed, matter and thing necessary, desirable and expedient, to accomplish the foregoing specified purpose and ratifying and conforming all acts and purposes lawfully done pursuant to the authority herein above referred.

Witness

Applicant

Witness

Applicant

Witness

Applicant

Witness

Applicant

UTILITY INFORMATION FORM

(Name of Development)

The Applicant, Designated Agent, or their design professional(s) shall provide the following utility information. This information will allow the City to verify if existing utilities are available and adequate for the development or if improvements to the City's utilities will be required. Please contact the appropriate City Department during the initial stages of design in order to obtain the information noted with an asterisk (* or **). A Map should be provided that identifies the highest point on the property and / or building to be served. The elevations shall be based upon actual datum. If assistance is needed in obtaining this information, please contact the Planning and Building Department (256) 782-3841.

I. Water service requested: (☐ Domestic ☐ Fire ☐ Irrigation)

*A. Location of nearest main: _____

*B. Size and material type of nearest main: _____

**C. Location of nearest fire hydrant: _____

**1. Available static water pressure / flow: _____ psi / _____ gpm.

**2. Available residual water pressure / flow: _____ psi / _____ gpm.

3. Requested static water pressure / flow: _____ psi / _____ gpm.

4. Requested residual water pressure / flow: _____ psi / _____ gpm.

D. Requested water meter size (inches). _____ Domestic _____ Fire _____ Irrigation

*E. Tank serving the development: _____ ring wall elev.: _____ overflow elev.: _____

*F. Are city water system improvements required? ☐ yes ☐ no. If yes, explain. _____

II. Sanitary Sewer

*A. Location of nearest main: _____

*B. Size and material type of nearest main: _____

*C. Location of nearest manhole: _____

D. Anticipated sewer flow: _____ gpm.

*E. Capacity of nearest main: ☐ Adequate. ☐ Not Adequate.

*F. Are city sanitary sewer system improvements required? ☐ yes ☐ no. If yes, explain. _____

II. Natural Gas

*A. Location of nearest main: _____

*B. Size and material type of nearest main: _____

*C. Available natural gas pressure: _____ psi.

D. List fixtures: _____

E. Requested natural gas usage: _____ Btu's.

*F. Capacity of nearest main: ☐ Adequate. ☐ Not Adequate.

*G. Are city natural gas system improvements required? ☐ yes ☐ no. If yes, explain. _____

NOTES:

1) * Indicates information to be obtained from the Water Works, Gas & Sewer Board (256) 435-7657.

2) ** Indicates information to be obtained from the Fire Department (256) 435-2310.

It shall be understood that any water pressure / flow information obtained from the Fire Department is not to be used for the design of a fire protection system. It is required that the Applicant's design professional perform any necessary water pressure / flow testing, and contact the Fire Department to witness the testing.

3) If improvements to the City's utilities are required, all costs associated with the design, materials, labor, and installation shall be the sole responsibility of the Applicant. All improvements shall be made in accordance with City specifications.

DEVELOPMENT INFORMATION

The Applicant or Designated Agent is requested to provide the following information as part of the Application for Development Review. It should be understood that all requested information may not apply to certain types of developments. Therefore, you should contact the Planning and Building Department at (256) 782-3841 to confirm those items that do apply.

- _____ 1. Three (3) sets of the site plans. The site plans shall be drawn on a sheet size of 24"x36" and at a scale of 1" = 20'. The sheet size and scale may vary if preapproved by the Planning and Building Department.
- _____ 2. Three (3) sets of exterior building elevations (front, sides, and rear). The building elevations shall be drawn on a sheet size of 24"x36" and at a scale of 1/4" = 1'. The sheet size and scale may vary if preapproved by the Planning and Building Department. Building elevations in color are preferred.
- _____ 3. PDF files of the site plans and building elevations.
- _____ 4. Provide documentation that an ADEM NPDES Construction General Permit has been obtained or applied for.
- _____ 5. Provide documentation that appropriate local, state and federal agencies have been contacted and have approved any environmental issues (i.e. wetlands, streams, etc.) related to the development.
- _____ 6. Provide pre-construction and post-construction runoff calculations as per the City's Stormwater Management Program, and provide related stormwater detention calculations.
- _____ 7. Application fee = \$25.00 (or current amount) (make checks payable to: City of Jacksonville)

NOTES:

1. Prior to the submission of an Application for Development Review for new development and/or redevelopment of any commercial (non-residential) project, mixed-use (commercial and residential) project, multi-family residential project, multiple two-family residential project, or residential subdivision project, the Applicant or Designated Agent shall contact the Planning and Building Department at (256) 782-3841 to schedule a Pre-Application Meeting to discuss the project's scope of work, existing conditions, required improvements, and the Application for Development Review process. Based upon the project, those required to attend the Pre-Application Meeting may include, but not be limited to the: Applicant, Designated Agent, Engineer(s), Architect, and staff from various City Departments.
2. The Applicant or Designated Agent shall attend the Planning Commission meeting to present the development for review and answer any questions from the Planning Commission or public. If you cannot attend, please contact the Planning and Building Department at (256) 782-3841 at least 48 hours prior to the Planning Commission meeting.
3. Site plans shall comply with the ADA Standards for Accessible Design (current edition) and the City's Stormwater Management Program.
4. Construction activity that results in a total land disturbance of one acre or greater is subject to an ADEM NPDES Construction General Permit (ALR100000). Also, any activity that disturbs less than one acre but is part of a common plan of development or sale shall also be subject to an ADEM NPDES Construction General Permit (ALR100000).
5. Elevations shown on the site plans shall be based upon actual datum (NAVD 88).
6. The site plans should be arranged as follows to provide clarity and allow the City to readily interpret the scope and intent of the project submitted. It is understood that additional sheets may be necessary.

Sheet 1 - Existing Conditions: (to include the following information)

- _____ A) Scale
- _____ B) North arrow
- _____ C) Boundary lines with bearings, distances, and acreage
- _____ D) Topography to 50' beyond boundary (1' contour intervals) with spot elevations along edge of adjacent streets
- _____ E) Denote limits of 100 year flood plain, flood zone designation, flood elevation and FIRM map panel number
- _____ F) Natural and manmade drainage features (pipes, culverts, ditches, swales, etc.)
- _____ G) Adjacent structures within 50' of boundary with finish floor elevations
- _____ H) Streets and parking areas (with striping)
- _____ I) Zoning and current use of subject property and adjacent properties
- _____ J) Utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type
- _____ K) Easements with recording information (specify drainage, utility, power, etc.)
- _____ L) Driveways on adjacent properties within 100' of boundary (each side of street)
- _____ M) Distance to nearest fire hydrant(s)
- _____ N) Utility names and contact information
- _____ O) Deed references (subject property and adjacent properties)
- _____ P) Denote yard size (front, sides, rear)
- _____ Q) Name of Surveyor with stamp and signature
- _____ R) Name of project and address / location
- _____ S) Name of Applicant and contact information

Sheet 2 - Demolition Plan: (to include the following information)

- _____ A) Include Existing Conditions items (A, B, C, F, J, K, L, P, Q, R, S)
- _____ B) Existing structures / features to remain
- _____ C) Existing streets and parking areas (with striping) to remain
- _____ D) Existing utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type to remain
- _____ E) Delineate existing structures / features to be demolished and removed from the site
- _____ F) Delineate existing utilities to be abandoned, removed or relocated

Sheet 3 - Site Layout Plan: (to include the following information)

- _____ A) Include Existing Conditions items (A, B, C, E, K, L, P, Q, R, S)
- _____ B) Existing structures / features to remain
- _____ C) Existing streets and parking areas (with striping and dimensions) to remain
- _____ D) Proposed streets and parking areas (with striping and dimensions)
- _____ E) Existing utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type to remain
- _____ F) Proposed easements (specify drainage, utility, power, etc.)
- _____ G) Proposed structures, features, and improvements with dimensions and distances to boundary lines

Sheet 4 - Grading, Drainage and Utility Plan: (to include the following information)

- _____ A) Include Existing Conditions items (A, B, C, D, E, K, L, M, N, P, Q, R, S)
- _____ B) Existing natural and manmade drainage features (pipes, culverts, ditches, swales, etc.) to remain

- _____ C) Proposed drainage features (pipes, culverts, ditches, swales, etc.)
- _____ D) Existing structures / features to remain
- _____ E) Proposed structures, features, and improvements
- _____ F) Existing streets and parking areas (with striping) to remain
- _____ G) Proposed streets and parking areas (with striping)
- _____ H) Existing utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type to remain
- _____ I) Proposed utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type
- _____ J) Proposed easements (specify drainage, utility, power, etc.)
- _____ K) Proposed grades (1' contour intervals) and spot elevations to show intent. Proposed grades and spot elevations shall be adequate enough to clarify that accessible parking and routes are provided per ADA Design Standards
- _____ L) Finish floor elevations of proposed structures shall be 1' minimum above 100 year flood elevation (if applicable)

Sheet 5 - BMP Plan Plan: (to include the following information)

- _____ A) Include Existing Conditions items (A, B, C, D, E, K, L, M, N, P, Q, R, S)
- _____ B) Existing natural and manmade drainage features (pipes, culverts, ditches, swales, etc.) to remain
- _____ C) Proposed drainage features (pipes, culverts, ditches, swales, etc.)
- _____ D) Existing structures / features to remain
- _____ E) Proposed structures, features, and improvements
- _____ F) Existing streets and parking areas (with striping) to remain
- _____ G) Proposed streets and parking areas (with striping)
- _____ H) Existing utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type to remain
- _____ I) Proposed utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type
- _____ J) Proposed easements (specify drainage, utility, power, etc.)
- _____ K) Proposed grades (1' contour intervals) and spot elevations as required to show intent. Proposed grades and spot elevations shall be adequate enough to clarify that accessible parking and routes are provided per ADA Design Standards
- _____ L) Finish floor elevations of proposed structures shall be 1' minimum above 100 year flood elevation (if applicable)
- _____ M) Proposed stormwater detention (post-construction runoff shall be less than or equal to pre-construction runoff)
- _____ N) Proposed erosion and sediment control measures (i.e. silt fence, inlet protection, riprap, check dams, construction Entrance / exit, sediment ponds, slope stabilization, etc.)
- _____ O) Post-construction stormwater management for qualifying sites, as set-forth in Section 12-112 of the City's Code of Ordinances.

Sheet 6 - Landscaping Plan: (to include the following information)

- _____ A) Include Existing Conditions items (A, B, C, K, L, P, Q, R, S)
- _____ B) Existing natural and manmade drainage features (pipes, culverts, ditches, swales, etc.) to remain.
- _____ C) Proposed Drainage features (pipes, culverts, ditches, swales, etc.)
- _____ D) Existing structures / features to remain
- _____ E) Proposed structures, features, and improvements
- _____ F) Existing streets and parking areas (with striping) to remain

- _____ G) Proposed streets and parking areas (with striping)
- _____ H) Existing utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type to remain
- _____ I) Proposed utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type
- _____ J) Proposed easements (specify drainage, utility, power, etc.)
- _____ K) Existing trees with size and species to remain
- _____ L) Proposed landscaping as per city Zoning Code.
- _____ M) Planting(s) legend (i.e. name, size, quantity)
- _____ N) Planting details
- _____ O) Built-in irrigation system and / or location of hose bibs

Sheet 7 - Miscellaneous Details: (to include but not be limited to the following information)

- _____ A) Paving section (asphalt and / or concrete) (designed to accommodate intended use and city emergency vehicles)
- _____ B) Curbing
- _____ C) Sidewalk
- _____ D) Inlet
- _____ E) Silt fence
- _____ F) Inlet protection
- _____ G) Riprap check dams
- _____ H) Construction entrance / exit
- _____ I) Sediment pond
- _____ J) Slope stabilization
- _____ K) Detention pond and outlet structure
- _____ L) Curb ramps
- _____ M) Handicap ramps
- _____ N) Dumpster pad enclosure (roof, floor-drain, and grease trap if applicable)
- _____ O) Fences
- _____ P) Utility appurtenances
- _____ Q) Flumes
- _____ R) Ditches / swales
- _____ S) Signage (traffic and directional)
- _____ T) Valley gutters
- _____ U) Wheel stops

Sheet 8 - Site Lighting Plan: As per the requirements of Chapter 24 – Zoning, Division 3 (Lighting) in the Code of Ordinances of the City of Jacksonville, Alabama.

If you have any questions or require any assistance, please contact the:

City of Jacksonville, Alabama
 Planning and Building Department
 Mark W. Stephens, BSCE, CPESC – Planning, Development & Stormwater Director
 320 Church Avenue, SE - Jacksonville, Alabama 36265
 256-782-3842
mstephens@jacksonville-al.org