

## LOCATION, CHARACTER & EXTENT APPLICATION

The Huntsville Planning Commission

<b>Project Name:</b>						<b>Type of Facility</b> Recreational, Art, etc Govt, Education, Utility, etc. Health	
<b>Site Address/Location:</b> Northeast      Northwest      Southeast      Southwest						<b>Square Footage of Facility</b>  Number of Stories Ground Floor Footprint Overall Square Footage	
<b>Zoning District:</b>							
<b>Waiver request:</b>							
Section		Township		Range		New Construction	
<b>Type of Development:</b> Single Family      Multi Family      Commercial      Semi Public						Addition	
<b>Zoning Board of Adjustment Case #:</b>						Renovation	

<b>Owner / Applicant</b>				<b>Engineer / Architect</b>			
Name:				Name:			
Address:				Address:			
City		State		City		State	
Zip		Cell:		Zip		Cell:	
Phone:		Fax:		Phone:		Fax:	
E-Mail:				E-Mail:			

The following is required to be completed and signed by the Applicant, Engineer, or Architect for LCE approval.

<p><b>1 Set of completed plans (24"x36")</b></p> <p>sealed and signed by a PE and PLS, and/or AIA</p> <p>Plans prepared using State Plane Coordinates NAD 83 and NAD 88 Vertical Datum</p> <p>Floodway &amp; floodway fringe boundaries, base flood elevations and minimum building floor elevation for each lot</p> <p>Site bench mark clearly noted with references</p> <p>Site Plan (also depicts all easements, ROW etc. )</p> <p>Dimension, Design, and Detail of floor plans</p> <p>Grading and Erosion sedimentation control plan</p> <p>Plan and profile comprehensive sheet (to include streets, sanitary, and storm sewers)</p> <p>Plan and profile sheets (individual)</p> <p>Streets      Drainage (note pipe mat'ls &amp; sizes)</p> <p>Sanitary sewer (note pipe mat'ls. &amp; sizes)</p> <p>Building cross sections</p> <p>Detail sheets</p> <p>Materials Used      Type of finishing textures</p> <p>Color Palettes Used</p> <p>Photometric and Landscaping Plans</p> <p>Elevations (Interior, Exterior, Ceiling, etc.)</p> <p>Color Renderings</p> <p>Other information as required to convey appearance</p>	<p><b>Roadway Design (if applicable)</b> Reference subdivision regulations</p> <p><b>Drainage Report (if applicable)</b> Reference subdivision regulations</p> <p><b>Sanitary Sewer Design (if applicable)</b> Reference subdivision regulations</p> <p>Applicants should be prepared to attend and present at the monthly Subdivision Committee meeting and Planning Commission meeting for the project at the specified time according to the meeting agenda.</p> <p><b>IMPORTANT DATES (see agenda hyperlink)</b></p> <p><i>comments delivered to applicant Wednesday before Signature Day</i></p> <p>attend Signature Day</p> <p><b>Subdivision Committee:</b> 3rd Wednesday (7:30a.m.) 7th Floor, City Hall</p> <p><b>Planning Commission:</b> 4th Tuesday (7:00p.m.) Council Chambers, City Hall</p>
---	--

I hereby certify that the plans submitted with this application for review are complete and meet all of the above criteria. Furthermore, I understand that the lack of completeness of this submittal set of plans may result in a rejection of plans for this review.

Signature

Date

## CITY OF HUNTSVILLE PACKAGE REQUIREMENTS FOR TURN-IN

The following list is package requirements for major subdivisions, apartment site plans, minors with waivers or variance request. Submittal dates follow the left hand column of the calendar. All packages are to be turned in to the second floor of City Hall for distribution.

### I. MAJOR SUBDIVISION

#### **Package 1 - Planning**

- 1 each Subdivision application form
- 1 each Public hearing form plus fee: Major S/D \$100 + \$5 per lot; Minor S/D = \$50 + \$1 per lot
- 1 each Complete set of construction drawings **sealed and signed**
- 3 each Layout plat, and/or preliminary plat, any required landscape plan or street tree plan
- 2 each Site assessment map and report
- 1 each Geotechnical report
- 1 each Digital copy; prefer .dwg version 7; or .dwg version 8, or .dgn (referenced to NAD83 State Plane Coordinate, Alabama East Zone using Survey feet)

#### **Package 2 – Engineering**

- 1 each Subdivision application form (complete engineering checklist on form)
- 1 each Complete set of construction drawings **sealed and signed**
- 2 each Layout plat, and/or preliminary plat
- 1 each Site assessment map and report
- 1 each Geotechnical report

#### **Package 3– Utilities**

- 1 each Utilities ‘Request for plat signature’ application form plus “Project Initiation Form”
- 1 each Complete set of construction drawings **sealed and signed**
- 5 each Layout plat, and/or preliminary plat
- 1 each Digital copy (*listed above*)

### II. LCE: LOCATION, CHARACTER, & EXTENT

#### **Package 1 – Planning**

- 1 each per package Subdivision application form
- 1 each per package Submittal drawings as listed below
- 1 each per package Digital copy; prefer .dwg version 7; or .dwg version 8, or .dgn (referenced to NAD83 State Plane Coordinate, Alabama East Zone using Survey feet)

#### **Package 2 – Engineering**

- 1 each per package Subdivision application form
- 1 each per package Submittal drawings as listed below

#### **Package 3– Utilities**

- 1 each per package Utilities ‘Request for plat signature’ Application form plus “Project Initiation Form”
- 1 each per package Submittal drawings as listed below

*Submittal drawings should include the following that is applicable to your project:*

- Site plan(s)
- Floor plan(s)
- Elevations
- Landscape plan
- Photometric plan for parking
- Road: Must meet requirements of Subdivision Regulations

### III. MINOR SUBDIVISION REQUIRING WAIVER OR VARIANCE

#### **Package 1 - Planning**

- 1 each Subdivision application form
- 1 each Public hearing form plus fee: Minor S/D = \$50 + \$1 per lot
- 3 each Layout plat (no site assessment report or map required)

#### **Package 2 – Engineering**

- 1 each Subdivision application form
- 4 each Layout plat

#### **Package 3– Utilities**

- 1 each Utilities ‘Request for plat signature’ Application form plus “Project Initiation Form”
- 5 each Layout plat
- 1 each Digital copy

The following list is package requirement handled by the public hearing officer and do not go through the full Planning Commission. Submittal dates follow the right hand column of the calendar. The Planning package is to be turned in to the second floor of City Hall. It is the responsible of the Engineer of record or surveyor to deliver and obtain required submittal signatures.

### I. MINOR SUBDIVISION “NOT” REQUIRING WAIVER OR VARIANCE

#### **Package 1 - Planning**

- 1 each Subdivision application form
- 1 each Public hearing form plus fee: Minor S/D = \$50 + \$1 per lot
- 2 each Layout plat (no site assessment report or map required)
- 2 each Final plat accompanied with original signed title opinion from licensed attorney and plat executed by owners