

HUNTSVILLE

The Star of Alabama

Planning Department

256.427.5100

docplanquestions@huntsvilleal.gov

SUBDIVISIONS AND MINOR SUBDIVISIONS APPLICATIONS

The Huntsville Planning Commission

Project Name:						Application for: (check appropriate box)	
Site Address/Location: Northeast Northwest Southeast Southwest						Minor Subdivision	
						# of Lots/Acreage or SF	# of Lots/Acreage or SF
						Layout Final	
Zoning District:						Subdivision	
Waiver request:							
Section		Township		Range		# of Lots/Acreage or SF	
Type of Development: Single Family Multi Family Commercial Semi Public						Layout (or Relayout)	
Zoning Board of Adjustment Case #:						Preliminary (or Re.)	
						Final (or Re.)	

Owner / Developer	Applicant / Engineer of Record / Surveyor / Architect
Name:	Name:
Address:	Address:
City	City
State	State
Zip	Zip
Cell:	Cell:
Phone:	Phone:
Fax:	Fax:
E-Mail:	E-Mail:

The following is required to be completed and signed by the engineer of record for all major subdivision projects & LCE road projects.

1 Set of completed plans (24"x36") sealed and signed by a PE and PLS Plans prepared using State Plane Coordinates NAD 83 and NAD 88 Vertical Datum Floodway & floodway fringe boundaries, base flood elevations and minimum building floor elevation for each lot Site bench mark clearly noted with references Preliminary plat (depicts all easements, ROW etc.) Grading and erosion sedimentation control plan Plan and profile comprehensive sheet (to include streets, sanitary, and storm sewers) Plan and profile sheets (individual) Streets Drainage (note pipe mat'ls & sizes) Sanitary sewer (note pipe mat'ls. & sizes) Street cross sections Detail sheets Typical street section Sanitary sewer Storm sewer Erosion control Sanitary Sewer Design Flow calculations and assumptions Spreadsheet per COH Sanitary Sewer Design Manual	Roadway Design Geotech soil report Atterburg limits test results Pavement design calculations Pavement design section(s) Drainage Report Cover sheet, title of project, engineer, stamp & signed, firm Summary sheet Description of methodology, model type, rainfall information, design criteria, software used Table showing total pre & post runoff for 10, 25, & 100 year storm Schematic showing hydrologic model nodes, i.e. sub-basin boundaries, pipes, channels, ponds Drainage area map showing topo, basin and sub-basin boundaries, pipes, channels, ponds and other drainage features and text that corresponds to the schematic Electronic submittals of model Watershed information Area in acres runoff curve numbers, and time of for each sub-basin Information on ponds and culverts Stage storage information Outlet details Culvert sizes, table showing headwater depth for Q10, Q25, and Q100
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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.

Engineer of Record

Date

REQUEST FOR PLAT SIGNATURE

To be filled out by engineering firm

Name of Subdivision:

Engr./Survey Firm:

Date:

Contact Name:

Phone:

Check One: CD Included File Emailed (brandy.kent@hsvutil.org)

Plat Type: Preliminary Minor Final LC and E

Gas Service Requested: Yes No

If plat was previously submitted and approved as a preliminary or final plat, have any changes been made to the previously approved plat? Yes No

If yes, give detailed explanation:

HUNTSVILLE UTILITIES APPROVALS

Electric Department Notes:

Added to Plat: Date: Signed:

Gas Department Notes:

Added to Plat: Date: Signed:

Water Department Notes:

Individual water pressure regulators required – lots:

Individual booster pumps required – lots:

Added to Plat: Date: Signed:



HUNTSVILLE UTILITIES

Electricity – Natural Gas – Water
(256) 535-1200

www.hsvutil.org

P.O. Box 2048
Huntsville, AL 35804

PROJECT INITIATION FORM

Project Information

NAME OF DEVELOPMENT						
ADDRESS (LOCATION)				City	ZIP	
PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other						
ELECTRIC SUPPLIER <input type="checkbox"/> HSVUTIL			GAS SUPPLIER <input type="checkbox"/> HSVUTIL <input type="checkbox"/> North Alabama Gas			
WATER SUPPLIER <input type="checkbox"/> HSVUTIL <input type="checkbox"/> City of Madison <input type="checkbox"/> Monrovia <input type="checkbox"/> Madison County <input type="checkbox"/> Other						
Electric design required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Township	Range	Section	County
Gas design required	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Water design required	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Date design needed	Construction start date		No. of Lots	Avg. Bldg. Size (sq. ft.)	Avg. Lot Size (Acres)	

Contact Persons

	Primary Contact	Alternate Contact 1	Alternate Contact 2
LAST NAME			
FIRST NAME			
PHONE			
Mobile Phone			
Fax			
Email			
Title			
Company Name			
Company Function			

Comments

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