



DEVELOPMENT PLAN APPLICATION

Department of Planning & Development

P.O. Box 2128

Dothan, Alabama 36302-2128

334-615-4410 – Office; 334-615-4419 – Facsimile

(PLEASE PRINT OR TYPE ON APPLICATION)

APPLICANT NAME: _____

PROJECT NAME: _____

CONTACT PERSON (If other than Applicant) _____

PROPERTY OWNER (If other than Applicant) _____

ADDRESS OR LOCATION OF PROPERTY _____

ACREAGE OF PROPERTY: _____ PRESENT ZONING: _____ BUILDING SQUARE FOOTAGE: _____

COUNTY: _____ PARCEL ID NO.: _____

CENSUS TRACT: _____ FLOOD ZONE: _____

DEVELOPMENT PLAN – MAJOR DEVELOPMENT PLAN – MINOR LANDSCAPING PLAN TREE REMOVAL PLAN

Specify Proposed Use(s): _____

CONTACT INFORMATION: (Staff reports will be mailed to this address only.)

Mailing Address: _____ Telephone No(s): _____

_____ Fax No: _____

E-mail: _____

I acknowledge that I have received a copy of the Development Plan Checklist, and I understand that the applicant is responsible for having posted, at the applicant's expense, one or more Public Notice signs on the property for which major development plan approval is requested. Unless otherwise determined by the Planning Director, at least one Public Notice sign must be placed along each street on which the property fronts. I acknowledge that the Public Notice sign(s) must be posted on the property at least fourteen (14) days prior to the scheduled Planning Commission meeting and that the content and format of the sign(s) must conform to the Planning Commission's requirements.

I acknowledge that it is the policy of the Planning Commission not to consider Development Plans unless all of the requirements of the Development Plan Checklist have been met.

PRINTED NAME: _____

REPRESENTING: _____

SIGNATURE: _____

POSTING PUBLIC NOTICE SIGN DEADLINE: _____

Office Use Only:

Date of Receipt

Receipt Number

Case Number

Case Manager

DEVELOPMENT PLAN APPLICATION CHECK LIST

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In accordance with [Article V](#) of the Dothan, Alabama, Zoning Ordinance, the following shall be submitted 21 days prior to the Public Hearing Date, which will be the third Wednesday of each month at 9:00 a.m. in Room 203, Second Floor, of the Roy L. Driggers Municipal Building (City Hall):

1. Development Plan Application stating the request, location, and zoning of the proposed development.
2. List of Adjacent Property Owners on all sides and across the street according to the official tax records of Houston County
3. \$100.00 filing fee, plus \$10.00 per acre not to exceed \$250.00 (Checks made payable to the City of Dothan.)
4. Development Plans (8 copies on 24' x 36" paper);
5. CD of Site Plan, Landscaping Plan, Building Elevations and any other design drawings in .PDF format;
6. Traffic Impact Study, if required (consult the Traffic Engineer).
7. The following information is required on or in an acceptable form so as to accompany the development plan:
 - A. Development plan (project) name, at a minimum scale of 1"=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 referenced thereon.
 - B. North arrow, scale and date prepared.
 - C. Legal description (metes and bounds).
 - D. Location map (vicinity map) showing 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 the City of Dothan Code of Ordinances, Chapter 99, Tree Protection and Landscaping.
 - G. Gross and net site area expressed in square feet and acres (if larger than 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.
 - 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, 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 or retention on 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 and buffer plan that complies with the City of Dothan Code of Ordinances, Chapter 99, Tree Protection and Landscaping.
- Z. The provision of a photometric plan submitted prior to release of building permit indicating the luminance of all proposed exterior lighting extending fifty (50) feet beyond the property boundary when the project is adjacent to residentially zoned or used property.

(Any deviation from stated minimums in the Zoning Ordinance will require a Building Variance from the Board of Zoning Adjustment prior to the submission of the Development Plans.)

A PUBLIC NOTICE sign must be erected at the applicant's expense no less than 14 days prior to the Public Hearing Date. The applicant will be responsible for making sure the sign is erected. **The PUBLIC NOTICE sign must be placed on all street frontages for proper notification of adjacent property owners.**

The Planning Commission may require additional information to assess the impact of the development upon the environment; public road; utilities; drainage system; school system or other public facilities or services prior to final action on 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 THE PLANNING COMMISSION'S DECLINING TO REVIEW THEM. IN SUCH A CASE, THE APPLICANT SHALL BE RESPONSIBLE FOR RE-POSTING A SIGN OR SIGNS ON THE PROPERTY AND RE-PAYING THE APPLICATION FEE.

SIGN CONTRACTORS

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The following sign companies have indicated their interest in doing **PUBLIC NOTICE** signs for Planning Commission applicants. They are private contractors and set their own prices for the signs. The City does not endorse or recommend any of these contractors.

Rickie Lewis
AD Signs
671-7175

Scott Matthews
Eagle Sign Studio
678-8000

Tassie Ready
Signs Galore
794-8434

Jay Harbert
Dwight Bowling
Creative Concepts
618-0902
792-6209

Cole Sign Company
Bud Cole
794-2259

Tom Cozart
Signs Etc.
678-9507

Dick Whatley Sign Service
Dick Whatley
790-3692
693-3551

SIGN SPECIFICATIONS:

BOARD

The sign shall be painted in black letters on a white background on a 4' x 8' sheet of plywood at least ½" thick or with sufficient bracing to make the sign stable. The sign shall be of sufficient quality that it may be easily read from the street and shall be placed at the front of the lot using no less than 2' x 4's for posts.

LETTERS

A three-inch space shall be between each line. The words PUBLIC NOTICE shall be in six-inch high letters with each remaining line in three-inch high letters. Letters shall be one and one-half inch in width with the letter "I" at least one inch in width with appropriate spacing between words. There is a maximum of 48 letters per line. This takes 72 inches leaving 24 inches for the margin and appropriate spacing.

RULES

The sign shall be erected on the lot no less than 14 days in advance of the Planning Commission meeting day at which the request is to be considered. The sign shall remain erect until the day after the meeting in which the applicant will be responsible for removing the sign from the site. Any tabled items from the agenda until the next month will need to have the sign changed to note the new date.

Any failure to adhere to the above specifications would result in the failure of the applicant's request to be considered by the Planning Commission.

EXAMPLE OF DEVELOPMENT PLAN PUBLIC NOTICE SIGN

Planning Commission

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PUBLIC NOTICE

NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION

OF THE CITY OF DOTHAN WILL, ON WEDNESDAY,

MONTH, DAY YEAR. AT 9:00 A.M., CONSIDER

APPROVAL OF DEVELOPMENT PLANS FOR THIS SITE.

PLANNING & DEVELOPMENT DEPARTMENT

(334) 615-4410