



## 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: (    ) \_\_\_\_\_ - \_\_\_\_\_

Applicant's Agent:  
(attach original of  
Designation 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: \_\_\_\_\_

**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 should 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 (256-782-3840).

## 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 recommended that the design professional perform any necessary 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 Development Review Application. 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 (256-782-3840) to confirm those items that do apply.

- \_\_\_\_\_ 1. Two (2) 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. Two (2) 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.
- \_\_\_\_\_ 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 pre-construction and post-construction runoff calculations as per the city's Stormwater Management Ordinance.

### NOTES:

1. It is highly recommended that the Applicant or the Designated Agent contact the Planning and Building Department (256-782-3840) to schedule a pre-application meeting to discuss the project and the Development Review process. Also, the city may request that a pre-application meeting be held depending upon the scope and / or location of the project. Those requested to attend may be the Applicant, Designated Agent, engineer, architect, and various city staff.
2. The Applicant or Designated Agent shall attend the Planning Commission meeting to present the development for review. If you cannot attend, please contact the Planning and Building Department (256-782-3840) at least 48 hours prior to the Planning Commission meeting.
3. Site plans shall comply with the ADA Standards for Accessible Design and the city's Storm Water 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.

### 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: (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.)

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

- \_\_\_\_\_ A) Include Existing Conditions items (A, B, C, K, L, P, Q, R, S)
- \_\_\_\_\_ C) Existing natural and manmade drainage features (pipes, culverts, ditches, swales, etc.) to remain.
- \_\_\_\_\_ D) Proposed Drainage features (pipes, culverts, ditches, swales, etc.)
- \_\_\_\_\_ E) Existing structures / features to remain
- \_\_\_\_\_ F) Proposed structures, features, and improvements
- \_\_\_\_\_ G) Existing streets and parking areas (with striping) to remain
- \_\_\_\_\_ H) Proposed streets and parking areas (with striping)
- \_\_\_\_\_ I) Existing utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type to remain
- \_\_\_\_\_ J) Proposed utilities (i.e. water, sewer, gas, telephone, cable, storm sewer, etc.) with size and material type
- \_\_\_\_\_ K) Proposed easements (specify drainage, utility, power, etc.)
- \_\_\_\_\_ L) Existing trees with size and species to remain
- \_\_\_\_\_ M) Proposed landscaping as per city Zoning Code.
- \_\_\_\_\_ N) Planting(s) legend (i.e. name, size, quantity)
- \_\_\_\_\_ O) Planting details
- \_\_\_\_\_ P) 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) | _____ L) Curb ramps  |
| _____ B) Curbing   | _____ M) Handicap ramps  |
| _____ C) Sidewalk  | _____ N) Dumpster pad enclosure (roof, floor-drain, and grease trap if applicable) |
| _____ D) Inlet   | _____ O) Fences  |
| _____ E) Silt fence  | _____ P) Utility appurtenances   |
| _____ F) Inlet protection  | _____ Q) Flumes  |
| _____ G) Riprap check dams   | _____ R) Ditches / swales  |
| _____ H) Construction entrance / exit  | _____ S) Signage (traffic and directional)   |
| _____ I) Sediment pond   | _____ T) Valley gutters  |
| _____ J) Slope stabilization   | _____ U) Wheel stops   |
| _____ K) Detention pond and outlet structure   |  |

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

City of Jacksonville Planning and Building Department  
 320 Church Avenue, SE  
 Jacksonville, AL 36265  
[planningandbuilding@jacksonville-al.org](mailto:planningandbuilding@jacksonville-al.org)  
 P: 256-782-3840  
 F: 256-435-4103