



Non-Residential and Multifamily Site Application Form
City of Priceville

OFFICE USE ONLY
Date Received _____
Clerk _____

1. Name of Proposed Site

2. Applicant Information

Name, Phone No., Mailing Address (Street Address/PO Box, City, State, Zip Code)

If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as the Agent of the Owner which shall include a copy of the Deed or Purchase Agreement

3. Owner of Record Information

Printed Name(s), Signature(s), Mailing Address, Phone No., Attest: Notary Public, Seal

Note: A true and exact copy of the Deed of Record must be attached to and made a part of this application.

4. Surveyor/Engineer Information

Name, Phone No., Mailing Address (Street Address/PO Box, City, State, Zip Code)

5. Location of Property (must also be accompanied detailed Vicinity Map)

Geographic location, street, road, highway; Legal description (including section, township, and range)

6. Zoning District

7. Type of Proposed Use

(Multifamily, Commercial, Non-Residential Entity, Place of Worship)

(continued)

Application Requirements

- Refer to Article 12 of the Priceville Zoning Ordinance for complete City of Priceville site plan procedures and submittal requirements
- Site plans involving special exceptions, variances or conditional uses must be approved by the applicable authority prior to review by the TRC. Any approved must be indicated on the site plan.
- Site must comply with all applicable City, County, State and Federal laws, ordinances and regulations.
- Applicant is solely responsible for providing materials and plans to entities outside of the City's control. Applicant is solely responsible for seeking and obtaining all required approvals and endorsements from all entities outside of the City's control.
- Applicant must submit all required materials no later than 5:00PM on the last Monday of the preceding month in which consideration is requested.

Application for site approval must include one original application form and the following additional information:

- 5 copies of the proposed site layout, vicinity map and construction drawings at a scale of 1" = 100' and relevant supporting documents.

Site plans and construction drawings include, but are not limited to, the following:

- Names, addresses and zoning of all adjoining property owners including those of property owners across public rights-of-way (streets) according to current tax records
- Details of Ingress and Egress points including City, County and ALDOT improvements (if required) such as turn lanes, acceleration and deceleration lanes, traffic control devices, etc.
- Location of existing utilities (water, sewer, electrical, gas, telecommunications, etc.)
- Utility improvement plans
 - Sanitary Sewer plans (if applicable) in accordance with the City of Priceville Sewer Regulations
 - Water, septic systems, electrical, gas, telecommunications, etc. must be submitted to the applicable utility or agency
- Storm Drainage and Erosion Control Plan
 - Location of drainageways, streams and ponds along with direction of water flow throughout the site
 - Location, size and invert elevations of proposed drainageways and drainage structures including profiles of the storm drainage system, culverts, bridges, pipes, drop inlets, top elevations of headwalls, areas of land contributing to each structure and any other data as may be required
 - Location of easements and rights-of-way for drainageways and maintenance
 - Stormwater drainage calculations including all assumptions made along with pre- and post-development delineation maps
 - Erosion and Sediment Control Plan for controlling pollutants leaving the site through stormwater runoff.
- Parking Plan – Location, size and number of off-street parking spaces and any on-street parking spaces along the frontage of the site, and the identification of service lanes and service parking
- Landscaping Plan – Location and dimensions of required landscaping areas and open spaces. Types and spacing of plants, ground cover, shrubs, trees, fencing, walls and other materials for parking areas, property buffers and screening
- Lighting Plan – Location, height and method of shielding of all freestanding lights
- Signage Plan – Location, height and sign area of all signs
- Any other information deemed necessary by the approving authority to determine compliance with all applicable zoning, requirements and conditions
- 1 complete set of above listed plans, drawings and items in PDF format

After review by the Technical Review Committee (TRC), the applicant must submit the following no later than 5:00 PM on the second Monday of the month in which Commission recommendation is requested (if referred by the Building Official):

- 10 copies of the revised site plan for consideration by the Planning Commission.
- 3 copies of the revised construction drawings.
- Documentation showing all applicable utilities, County and State approvals
- Notation of all conditions, variances and special exceptions set or approved by the Zoning Board of Adjustments, Planning Commission or applicable authority.
- 1 complete set of above listed items in PDF format

After review by the TRC, and if Commission action is not requested, the applicant must submit the following:

- One copy and a PDF file of the final site plan
- A building permit application.
- Documentation showing all applicable utilities, County and State approvals must accompany the building permit application.