



Site Plan Review Process

Submission Checklist

- Application (page 3)
- PDF Digital Site Plan (ANSI D or ARCH D paper size and appropriate scale)
- Hard Copy of Site Plan (required for site plans with six [6] pages or more)

Review Process

- 1. Submission.** Applicants are required to send a digital copy of the site plan, in PDF format only, to the City Planner, Mac Martin. The PDF of the site plan must have an appropriate page size format (ANSI D or ARCH D) and an appropriate scale.
 - If the site plan has six (6) pages or more, a hard copy of the site plan must **ALSO** be submitted to the Plan Review Team table (see next page) with asterisks (*) beside their names.
 - Attach a copy of the application to the site plan drawing (page 3).
- 2. Final Site Plan.** Submit one (1) finalized site plan with a signature block on the front page. This plan needs a signature block for the following departments: Electric, Gas, Water/Wastewater (or Limestone Co. Water & Sewer Authority, service area dependant), Fire, Engineering Services, and Building. **ALL** departments must approve the finalized plan. **It is the applicant's responsibility to get signatures from the departments.** Departments will only sign plans once they are satisfied that all of their comments have been addressed. The Engineering Services Dept. will only sign the final site plan after all other departments have signed the plan.
- 3. Planning Commission.** Site plans for large buildings or complexes (25,000 square feet of floor area or more) require Planning Commission approval. Other circumstances may require a Site Plan to obtain approval from the Planning Commission. These site plans will be placed on the agenda for the meeting only after ALL departments have approved the final site plan. Planning Commission meetings are usually held on the 3rd Tuesday of every month at 5:45 p.m. in the Courtroom at Athens Police Department (951 Hobbs Street West, Athens, AL 35611).
- 4. Notice.** The City Planner will notify the applicant that that the site plan has been approved. After that, building permits may be obtained.

Plan Review Team

Building Dept. — Bert Bradford bbradford@athensal.us	256-233-8715	Athens Public Works 1600 Elm St. West Athens, AL 35611
* Engineering Services Dept. — Mac Martin mmartin@athensal.us	256-233-2224	
Streets / Sanitation — Dolph Bradford/Earl Glaze dbradford@athensal.us / eglaze@athensal.us	256-233-8747	
* Fire Dept. — James Hand jhand@athensal.us	256-233-8710	Temporary City Hall 2 nd Floor 1806 Wilkinson St. Athens, AL 35611
* Electric Department — Jim Lannom jlannom@athens-utilities.com	256-232-1440	Athens Utilities 1806 Wilkinson St. Athens, AL 35611
* Gas Department — Mike Smith msmith@athens-utilities.com		
* Water / Wastewater — Harrison Bauer hbauer@athens-utilities.com		
Limestone County Water and Sewer Authority **	256-233-6445	LCWSA Operations Building 17218 Hwy 72 West Athens, AL 35612

* These reviewers receive a hard copy for site plans with six (6) pages or more.

** Only for projects that are within their service area.



Application for Site Plan Review

Planning Commission
City of Athens, Alabama

1. **Project Name:** _____

2. **Applicant's Name:** _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

3. **Architect/Engineer's Name:** _____

Mailing Address: _____

Phone Number: _____

Email Address: _____

4. **Other professional firms involved:** _____

5. **Description of Property** (Street Address, *General Location*, etc.):

Street Address _____

On the _____ side of _____, _____ feet _____ of _____
(NESW direction)

6. **Section/Township/Range** _____

7. **Zoning Classification:** _____

8. **Type of development proposed** (multi-unit residential, commercial, industrial, other): _____

Number of Structures: _____

Number of Dwelling Units (if multi-unit residential): _____

Number of Business Units (if one or more businesses, firms, uses): _____

[Checklist for Site Plan Review begins on next page]

CHECKLIST: Name of Project: _____

Address: _____

Y/N

- a. _____ Electronic copy, in PDF format, of a **Plan of Development [Five (5) hard copies required if plan has 6 pages or more]**, with an appropriate page size format (ANSI D or ARCH D) and an appropriate scale (between 1 inch = 20 feet and 1 inch = 100 feet and including those scale).
Showing satisfactory provision and arrangement concerning the following, according to the existing zoning classification of the property, where applicable:
- b. _____ Satisfactory ingress and egress:
-- to property and proposed structure(s) thereon,
-- with particular reference to automotive and pedestrian safety and convenience,
-- traffic flow and control;
- c. _____ Provision of off-street parking and loading areas where required:
-- with particular attention to the items in (a.) above, and,
-- the economic, noise, glare, and odor effects of the special use on adjoining properties in the area;
- d. _____ Utilities (water, wastewater, gas, electric), with reference to:
-- locations,
-- availability, and,
-- compatibility;
- e. _____ Buffering with reference to:
-- type,
-- location, and,
-- dimensions;
- f. _____ Signs, if any, and, proposed exterior lighting with reference to:
-- glare, traffic safety,
-- economic effect, and,
-- compatibility and harmony with properties in the district;
- g. _____ The location, use, plan, elevations and dimensions of each building or structure to be constructed;
- h. _____ The location, dimension, arrangement, and any other appurtenant information regarding all; open spaces; yards; access ways; entrances; exits; off-street parking facilities; pedestrian ways; location and width of roads; location, width and ownership of easements; streets and sidewalks; fire hydrants.
- i. _____ General compatibility with adjacent properties and other property in the district:
Zoning/Use of property to the North: _____
Zoning/Use of property to the East: _____
Zoning/Use of property to the South: _____
Zoning/Use of property to the West: _____

Final site plan (hard copy) is due after all City comments have been addresses. Final site plan must be signed and initialed by **ALL** reviewing departments before building permits can be issued.