



# Site Plan Review Process

## Submissions for Review Checklist

- Application (starts on 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 with asterisks (\*) beside their names.

- Applicants must attach a copy of the site plan application to the site plan (see below).

- 2. Final Site Plan.** Submit one (1) finalized site plan with a signature block on the front and space for initials on each page therein. 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 are addressed. The Engineering Services Dept. will only sign the final site plan after all other departments.
- 3. Planning Commission.** Depending on the project, the site plan may be required to go before the Planning Commission for approval. These site plans are placed on the agenda for the meeting **after all departments** have given the approval to the finalized site plan. Planning Commission meetings are usually held on the 3<sup>rd</sup> Tuesday of every month at 5:45 p.m. in the meeting room in the 200 block of Marion Street North.
- 4. Notice.** The City Planner will mail a notice to the applicant stating that the site plan has been approved by all departments and may proceed in seeking a building permit.

## Plan Review Team

Building Dept. — Bert Bradford <a href="mailto:bbradford@athensal.us">bbradford@athensal.us</a>	256-233-8715	<b>Athens Public Works</b> 1600 Elm St. West Athens, AL 35611
* Engineering Services Dept. — Mac Martin <a href="mailto:mmartin@athensal.us">mmartin@athensal.us</a>	256-233-2224	
Streets / Sanitation — Dolph Bradford/Earl Glaze <a href="mailto:dbradford@athensal.us">dbradford@athensal.us</a> / <a href="mailto:eglaze@athensal.us">eglaze@athensal.us</a>	256-233-8747	
* Fire Dept. — Tony Kirk <a href="mailto:tkirk@athensal.us">tkirk@athensal.us</a>	256-233-8710	<b>City Hall</b> 2 <sup>nd</sup> Floor 1806 Wilkinson St. Athens, AL 35611
* Electric Department — Jim Lannom <a href="mailto:jlannom@athens-utilities.com">jlannom@athens-utilities.com</a>	256-232-1440	<b>Athens Utilities</b> 1806 Wilkinson St. Athens, AL 35611
* Gas Department — Mike Smith <a href="mailto:msmith@athens-utilities.com">msmith@athens-utilities.com</a>		
* Water / Wastewater — Harrison Bauer <a href="mailto:hbauer@athens-utilities.com">hbauer@athens-utilities.com</a>		
Limestone County Water and Sewer Authority **	256-233-6445	<b>LCWSA Operations Building</b> 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 in their service area.



# Application for Site Plan Review

Planning Commission  
City of Athens, Alabama

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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 are issued.\*\*\*