

# APPLICATION CHECKLIST FOR COMMERCIAL AND MULTI-FAMILY SITE PERMITS

This checklist is to assist in site permit application submittals, necessary prior to excavation, grading, site clearing, storm sewer installation or paving on all parcels in the City of Orange Beach. Consult the submittal requirement descriptions to ensure documentation is complete.

*Only complete applications will be accepted for processing.*

ITEM	COMMENTS
Planning Commission Conceptual Site Plan Approval and Site Permit Application	Conceptual site plan approval is required by the Planning Commission prior to submittal for site permit application to the Community Development Department. A separate application for site permits and approval of the civil construction drawings is required prior to site permits issuance. Exceptions may be made to this requirement on sites warranting grading and tree removal due to hazardous conditions.
Land Disturbance Permit Application	A completely executed site permits application must be submitted, including all required information and specifications.
Site Plan	The site drawings must include a site plan in compliance with the conceptual site plan approved by the Planning Commission and contain all the information as required in Article 10 of the City Zoning Code.
Construction Documents	Four sets of civil construction drawings must be submitted to the Community Development Department, three sets being a minimum of 24"x36" drawn to scale on suitable material. The additional set shall be on electronic media diskette, either JPEG or PDF format. All pages submitted must be signed and sealed by the appropriate Alabama licensed design professional. The plans must be accompanied by signed and sealed drainage calculations and geotechnical report as required. All construction must be accurately shown on the plans, including but not limited to grading and drainage, utility installation, paving, lighting and landscaping.
Boundary Survey	A boundary survey, signed and sealed by an Alabama Registered Professional Land Survey, is required to be submitted with the site construction drawings. The survey should delineate areas within the Special Flood Hazard Area when applicable.
Tree Survey	Commercial and multi-family sites shall provide an accurately scaled tree survey, prepared by the appropriate design professional as required by Section 16.07A.1. of the City Zoning Code, shall be provided showing the location, size, and species of all trees on the site. Trees to remain and to be removed must be designated on the landscape or tree removal plan.

Grading Plan	A grading and drainage plan must be provided showing the existing and proposed elevations, building finished floor elevation, location and type of all drainage structures and stormwater management facilities and the location and type of the erosion and sediment control measures to be installed around the perimeter of the construction and surrounding all water bodies, drainage infrastructure and wetlands (e.g. silt fencing, hay bales, gravel installation in egress areas, jute meshing, etc.). Details of the proposed drainage structures and stormwater management facilities must be included in the site drawings. The existing topographic information should include off site elevations in proximity to the proposed construction in order to evaluate off site drainage conditions. Sites with special drainage concerns may require additional topographic information.
Landscape Plan	The landscape plan must provide the proposed landscaping and tree and plant material specifications in compliance with the conceptual landscape plan approved by the Planning Commission and Article 16 of the City Zoning Code. Removal of protected trees requires the proposed location, number and specifications of the replacement trees to be provided on the site plan.
Proposed Fill Sample	A sample of the proposed fill material must be provided ensuring that the color and type of fill is acceptable per the grading and drainage plan and the stain zone designation of the parcel. The grading and excavation affidavit provided on the site permit application must be executed by the owner/contractor indicating whether fill will be brought onto the site and ensuring compliance with the City construction fill and soil staining Ordinance 2002-712.

**THE ABOVE INSTRUCTIONS ARE PROVIDED AS A GUIDE TO THE PERMITTING PROCESS FOR COMMERCIAL AND MULTI-FAMILY PROJECTS. ADDITIONAL INFORMATION MAY BE REQUIRED AS WARRANTED BY SPECIFIC SITE CONDITIONS AND PROJECT CHARACTERISTICS.**