



The City of TROY

Planning & Zoning Department

P.O. Box 549 · 301 Charles W. Meeks Avenue · Troy, Alabama 36081
Phone: 334.670.6058 · Fax: 334.670.6078

APPLICATION FOR SITE PLAN APPROVAL

Name of Proposed Development: _____

Development Address: _____

Description of Proposed Use: _____

Length of Time to Complete Project (Attach schedule, if phased): _____

Applicant

Company: _____

Contact Name: _____

Address: _____ City _____ St _____ Zip _____

Telephone Number: _____ Email: _____

Subject Property Owner

Company: _____

Contact Name: _____

Address: _____ City _____ St _____ Zip _____

Telephone Number: _____ Email: _____

Surveyor / Engineer

Company: _____

Name: _____

Address: _____ City _____ St _____ Zip _____

Telephone Number: _____ Email: _____

General Contractor

Company: _____

Contact Name: _____

Address: _____ City _____ St _____ Zip _____

Telephone Number: _____ Email: _____

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Site Information

Gross Acreage of Site: _____ Total Number of Structures: _____

Minimum Lot Frontage (ft): _____ Building Coverage of Lot (%): _____

Utilities: Overhead Underground Electrical Servicing Water Main Diameter (in): _____

Fire Hydrants: Number on Site: _____ Distance to Nearest Hydrant to Site/Structure: _____

Located in a Flood Zone: Yes No Sidewalks: Yes No

Usable Open Space Square Footage: Required: _____ Proposed: _____

Proposed Maximum Height of Structure(s): # Stories: _____ Height (Ft): _____

Does the proposal meet all required setbacks? Yes No

Does the site access meet Sec. 6.112 of the Troy Zoning Ordinance? Yes No

Is every structure accessible to emergency vehicles and personnel? Yes No

Residential Density (if applicable)

Number of Residential Structures: _____ Number of Residential Units: _____

Number of Residential Bedrooms: _____ Number of Nonresidential Buildings: _____

If more than one use, Square Footage of Site for Residential: _____

Is the proposed development with the maximum density? Yes No

Market Study (if applicable)

Is a Market Study required for this development per Sec. 6.264 of the Zoning Ordinance? Yes No

If so, the Market Study containing all content, information, and data as reflected on the current Planning Departmental Guidelines for Preparing Market Studies shall be included with the site plan submittal.

Does the Market Study establish the need and support for the proposed development? Yes No

Transportation Impact Study (if applicable)

Is a Transportation Impact Study required for this development per Sec. 6.265 of the Zoning Ordinance?

Yes No

If so, the Transportation Impact Study containing all content, information, and data as reflected on the current Planning Departmental Guidelines for Preparing Transportation Impact Studies shall be included with the site plan submittal.

Are all infrastructure improvements or mitigation measures recommended for the proposed development Transportation Impact Study reflected in the site plans for the proposed development? Yes No

Parking Information

Total Required Parking: _____ Proposed Parking: _____

Existing or Proposed Use	Square Feet or Occupant Load	Required Parking	Proposed Parking

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Authorizing Signatures

The owner / applicant herein agrees to comply with all applicable federal, state, county, and city laws, codes, regulations, ordinances, and requirements. The owner authorizes the City Staff or authorized representative of the City to access the property for inspection purposes. It is further agreed that all costs associated with the development of this site / project including but not limited to inspections, engineering, construction, legal documentation, permitting, applications, and any other cost of development shall be assumed and paid by the owner.

The owner / applicant herein understands the following:

- Site plan approval is required before application and issuance of any building or applicable permits, but shall not constitute approval of such permit. It is the intent of the Zoning Ordinance that the approved site plan be an integral part of the building permit application process, and that the site plan shall be the instrument by which improvements to the site will be constructed and inspected prior to occupancy of the development.
- Except as otherwise required by law or administrative procedures, all required county, regional, state or federal agency approvals shall be obtained prior to the submission of an application for Site Plan Review.
- The site plan shall be reviewed by the Planning Administrator and may be referred for review and report by other City departments and appropriate officials.
- The Planning Administrator may refer any site plan to the Planning Commission for its consideration and approval.
- Upon final approval of a site plan, no structures, uses, or development of any kind shall be permitted on a development site except in accordance with the site plan and related approved plans. It shall constitute a violation of the Zoning Ordinance, if such structures, uses, or development is constructed not in compliance with the approved site plans.
- Approved site plans shall remain valid for eighteen (18) months after final approval, and a building permit for the development may be obtained during that time period, if all other requirements of the Zoning Ordinance have been met.

I hereby certify that the information on this application and attachments are correct and that the property affected by this application is in the exclusive ownership or control of the owner, or that the applicant has the consent of all partners in ownership of the affected property.

OWNER: I further certify that I have read and familiarized myself with the contents of this application and its attachments and do hereby consent to its submission and processing and to comply with any subsequent approval and any stipulations, conditions, and terms attached to such approval.

Owner(s) Signature(s):

Date

APPLICANT: I further certify that the information supplied on this application is complete and accurate, and that the project described, if approved, will be completed in accordance with the stipulations, conditions, and terms of that approval.

Applicant's Signature:

Date

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Checklist for Site Plan Approval

This checklist is developed for your use as a reminder of the basic site plan information generally required for the understanding and evaluation of development proposals. Some items may not be applicable to your proposal, and additional information may be required. Depending on the scope and complexity of the project, the site plan may consist of more than one drawing. All drawings or maps shall be of a scale not to be greater than one (1) inch equals 20 feet nor less than one (1) inch equals 200 feet and of such accuracy that the Planning Department can readily interpret the site plan, and shall include more than one (1) drawing where required for clarity. Submittals may be submittal via email or on a drive or CD in **pdf** of the site plan along with any attendant items is required, as well as, an **AutoCAD dwg** of the overall development site plan including utilities layout. **The site plan will not be reviewed or approved without all of the required information. If there are any required changes updated pdf and dwg copies are required prior to approval.**

Have the following been included? PDF Copy DWG Copy

The following information shall be shown on or attached to the Site Plan

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Vicinity map, north arrow, scale, accurate shape proportion and dimensions of the site, name of property owner, developer and person drawing map.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The outer property boundary or perimeter of the total development site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed topography of the site and the surrounding area at least five-foot contour intervals showing the location of existing woodlands, streams, floodplains, and other significant features of the land.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	An identification of existing land uses for land adjoining the project site.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of existing and proposed curb cuts, driveways, off-street parking and loading areas, signs, walls, fences, screen planting, landscaping, pedestrian walks, open space, and recreational areas for use by employees, residents, tenants or the general public. All dimensions shall be shown on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The type, number, and location of all existing and proposed buildings and structures with proposed finished floor and grade line elevations, size of proposed principal and accessory buildings, their relation one to another and to any existing structures on the site, the height of all buildings, and square footage of floor space. Site plans for residential development shall include a density schedule showing the number of dwelling units per net acre, including a dwelling schedule showing the unit type with number of bedrooms and number of each unit type. All building footprint dimensions, setback dimensions at closest edges, and dimensions between buildings shall be shown on the site plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed storm drainage plan, along with the location and construction details of all surface water drainage facilities. Post-development stormwater runoff cannot exceed predevelopment stormwater runoff. Storm water detention shall be screened from direct view from all abutting properties. Stormwater calculations must be included with submittal.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed traffic circulation system where any part of the land is to be used by motor vehicles.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed streets, driveways, sidewalks and other vehicular and pedestrian circulation features within and adjacent to the site; also, the location, size and number of parking spaces in the off-street parking area, and the identification of service lands and service parking.

Dimensions shall be shown on site plan.

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The following information shall be shown on or attached to the Site Plan (continued)

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed location, use and size of open spaces; and the location of any landscaping, fences, or walls on the site with details of such.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location of central trash collection point and screening with details of such.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Location and details of required open space, if applicable. See Sec. 6.33 of the Troy Zoning Ordinance.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The location of all existing and proposed power lines, gas lines, hydrants, sewer and water lines, and the location of any easements to be granted for these utilities. The site plan shall further show any proposed location of connections to existing utilities and proposed extensions thereof. <i>(This includes electric, water, and sewer.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed landscape plan. Detailed landscaping in all required screening and buffers shall be shown.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	For development sites of one (1) acre or more, full engineering drawings must be submitted by an engineer registered in the State of Alabama. At the Planning Administrator's discretion, the same requirement may be applied to sites of less than one (1) acre where the Planning Administrator determines that the plan proposes uses or activities that may have a substantial impact on surrounding properties.
			See Sec. 6.263 of the Troy Zoning Ordinance for requirements. Post-development stormwater runoff cannot exceed pre-development stormwater runoff at any point. This must be shown on the site plans with stormwater calculations (based on a 50 year storm).

Attendant Items
The site plan shall be accompanied by the following items, as appropriate.

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrictions on the use of property including proposed restrictive covenants.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Market Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transportation Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Calculations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed signage plan, if available.

Notes:
