

*****ATTENTION*****

YOU MUST SCHEDULE A PRE-MEETING
WITH THE PLANNING COMMITTEE TO
REVIEW THE ATTACHED CHECKLIST PRIOR
TO THE SCHEDULED PLANNING
COMMISSION MEETING.

APPLICATION FOR REVIEW
BY
PLANNING COMMISSION
TOWN OF DAUPHIN ISLAND, ALABAMA

ALL APPLICANTS ARE REQUIRED TO ATTEND THE MEETINGS. (initial) _____

Application Date: _____ Planning Commission Review Date: _____

Name of Applicant: _____

Address: _____

Phone No. Home: _____ Business: _____ Other: _____

REQUESTED TYPE OF REVIEW:

Zoning Change New Business Business Expansion Home Business

Business License Site Plan Subdivision/Re-subdivision

PROPERTY LOCATION:

Street: _____ Block: _____ Lot: _____

Present Property Use: _____

Business Name: _____ Business Type: _____

Wetlands on property: Yes No Possibility Don't Know

PRESENT ZONING:

<u>Symbol</u>	<u>District</u>
<input type="checkbox"/> R-1	Single Family Residential
<input type="checkbox"/> R-2	Two Family Residential
<input type="checkbox"/> RM-1	Multi-Family Residential (1-4 units per structure)
<input type="checkbox"/> RM-2	Multi-Family Residential (1-6 units per structure)
<input type="checkbox"/> RM-3	Multi-Family Residential (1-10 units per structure)
<input type="checkbox"/> R-C	Resort-Commercial
<input type="checkbox"/> C-B	Central Business
<input type="checkbox"/> C-P	Conservation Park
<input type="checkbox"/> MHP	Mobile Home Park
<input type="checkbox"/> V	The Village

___ WW Working Waterfront
PROPOSED ZONING: _____ PROPOSED USE: _____

Business Name: _____ Business Type: _____

REQUIRED INFORMATION:

- | | | |
|------------------------------|------------------------|--------------------------|
| Site Plan to scale* | Parking Requirements | Landscaping |
| Restaurants, number of seats | Sq Ft of customer area | Trash Container Location |
| Sewage Requirements | Grease Trap(s) | Flood Zone |
| Power Requirements | Water Requirements | Communication |

* **NOTE: The site plan must include all property lines, required setback lines, street(s), existing building floor plan, proposed building floor plan, easements, Flood Zone.**

DOCUMENTATION:

Four copies of all documentation attached to application is required. Documentation larger than 11 X 17 inches cannot be reproduced at Town Hall and may delay action if not provided (11 copies required) with the application.

APPLICATION SUBMITAL: The Planning Commission meets the 2nd Tuesday of each month at 6:00 PM at Town Hall. Application and complete documentation must be submitted 14 days prior to a meeting to be placed on the agenda. Application submitted less than 14 days before a Planning Commission meeting will be placed on the following agenda.

CERTIFICATION:

It is understood and agreed by this application that any error, misstatement or misrepresentation of material fact or expression of material fact, either with or without intent on the part of this applicant, such as might, or would, operate to cause a refusal of this application, or any alteration, or change in the accompanying plans or specifications shall constitute sufficient ground for the revocation of Planning Commission approvals. The undersigned agrees that all such work shall be done in accordance with the requirements of the Flood Damage Prevention Ordinance No. 55 and all other Ordinances applicable of Dauphin Island, applicable county, state, and federal ordinances, statues, regulations, and laws. An Elevation Certificate must be provided to the Town of Dauphin Island before the Certificate of Occupancy is Issued.

Owner/Agent: _____ Date: _____

DATE RECEIVED BY THE TOWN OF DAUPHIN ISLAND

Date: _____ By: _____



Town of Dauphin Island, Alabama

SURVEY & SITE PLAN CHECKLIST for DUNE PROTECTION OVERLAY DISTRICT

All surveys and site plans must include the following required elements to be considered for site plan review by the DPOD Site Plan Review Committee and the Dauphin Island Planning Commission.

- Surveys shall be prepared, signed, and sealed by a surveyor or an engineer, currently licensed in the State of Alabama.
- All Site Plans shall be prepared, signed, and sealed by a surveyor or licensed professional engineer, currently licensed in the State of Alabama.
- All Site Plans must be drawn to a scale of not smaller than 1 inch = 20 feet.
- All sites must be staked using metal stakes.

Survey

- 1) _____Property Address;
- 2) _____Name, address, and contact information of property owner or authorized agent;
- 3) _____Name and contact information of surveyor or engineer, (including current license numbers);
- 4) _____Date of survey;
- 5) _____Location map;
- 6) _____Scale and north arrow (pointing north);
- 7) _____Parcel number of each lot;
- 8) _____Size in square feet of parcel(s);
- 9) _____Flood zone designation;
- 10) _____Front, side, rear, and waterside yard setbacks, if applicable;
- 11) _____USGS - MSL – Elevation contours at 5 ft. intervals for slopes of 15° or greater;
- 12) _____Adjacent properties, streets, service roads, curbs and dimensions of same;
- 13) _____Means of ingress and egress to and from the property, to include traffic flow diagrams;
- 14) _____All trees 4" DBH or larger identified by size species and location.

Site Plan

- 15) _____Zoning classification(s) of site;
- 16) _____Existing and proposed buildings, location, position on lot, size and dimensions of each;
- 17) _____Proposed use of buildings;
- 18) _____Number of dwelling units, commercial units and density of units per lot;
- 19) _____Distance, in feet of proposed structure(s) from all property lines (front, rear, sides, and waterside);
- 20) _____Stormwater management including runoff during construction (i.e., pile jetting water);

- ✓ 21) _____Erosion and sedimentation plan (during and after construction), to include protection measures to be employed to protect man-made and natural drainage ways and adjacent properties;
- 22) _____Number of required off-street parking spaces (including handicapped), location, and size of each;
- 23) _____Off-street loading and unloading areas (non-residential only);
- 24) _____Location and specifications of all utilities. Utility and right-of-way easements;
- 25) _____Landscaping plan showing required Dune Protection Overlay District landscaping;
- 26) _____Location, dimension, and number of all on-premise signs;
- 27) _____Location of lighting on property not attached to a structure;
- ✓ 28) _____Location of garbage disposal facilities and screening (if applicable);
- ✓ 29) _____Location of required buffers or fences (if applicable); Details on any proposed fencing and/or retaining walls to be constructed, both temporary and permanent;
- 30) _____Required thirty percent (30%) minimum of the total area of the lot is retained native vegetation that is to remain on the property;
- 31) _____Details on proposed property enhancements such as dune walkovers, sidewalks, trails, walkways, open space, etc.;
- 32) _____Location of required signage, if applicable;
- ✓ 33) _____Signed statement of Best Management Practices used in design and construction plans by Professional Engineer/Licensed Architect;
- 34) _____Construction and design details of all proposed and/or altered buildings and structures including:
 - Building orientation
 - Floor plan
 - Roof plan and overhangs
 - Yard setbacks, encroachments and/or projections
 - Height of building
 - Foundations - Type, size, and location of pilings, as well as the installation method must be specified in the construction plans by a Licensed Professional Engineer.
 - Elevation view of the property being developed, to include the first-floor elevations of the proposed structure(s).
 - Exterior design details, including specific materials existing/planned for use on buildings and structures, with their locations indicated on the elevations;
- 35) _____Tree Removal Plan inclusive of mitigation details;
- 36) _____Approval by the Dauphin Island Water and Sewer Authority as to availability and capacity of services to site;
- 37) _____Signature block for all required signatures.



AUTHORIZATION TO ACT AS APPLICANT

*Town of Dauphin Island
1011 Bienville Boulevard
Dauphin Island AL 36528
251-861-5525*

I, _____, being owner of the property which is the subject of this application hereby authorizes _____, to act as my representative with the Town of Dauphin Island's (Planning Commission, Board of Adjustment and/or Town Council), as required by the type of request listed on the attached application form.

Property Owner's Signature: _____ Date: _____

Dauphin Island Property Address: _____

Property Owner's Mailing Address: _____

Phone Number: _____

Authorized Agent's Mailing Address: _____

Phone Number: _____

STATE OF ALABAMA

COUNTY OF _____

I, _____, a Notary Public in and for said County and State, hereby certify that _____, whose name is signed to the foregoing document, and who is known to me or acknowledged before me on this day, that being informed of the contents of said document, did execute the same voluntarily on the day that bears the same date.

Given my hand and seal of office this _____ day of _____, 20 _____.

Notary Public

My Commission Expires: _____