

Non-Residential Site Application Form

Priceville Planning Commission

1. Name of Proposed Site

2. Applicant Information

Name		Phone No.	
Mailing Address Street Address/PO Box City, State, Zip Code			

(If other than owner, a Certified Statement from Owner of Record must be attached stating that Applicant is acting as Agent for Owner which shall include a copy of the Deed or Purchase Agreement)

3. Owner of Record Information

Printed Name(s)			
Signature(s)			
Attest: Notary Public		Seal	
Mailing Address Street Address/PO Box City, State, Zip Code		Phone No.	

Note: A true and exact copy of the Deed of Record must be attached to and made a part of this application.

4. Surveyor/Engineer Information

Name		Phone No.	
Mailing Address Street Address/PO Box City, State, Zip Code			

5. Location of Property (must also be accompanied detailed Vicinity Map)

Geographic location, street, road, highway	
Legal description (including section, township, and range)	

6. Zoning District (if within City Limits)

7. Type of Proposed Use

(Commercial, Non-Residential Entity, Place of Worship)

(continued)

Application Requirements

- Site must comply with all applicable City, County, State and Federal laws, ordinances and regulations.
- Applicant is solely responsible for providing materials and plans to entities outside of the City's control. Applicant is solely responsible for seeking and obtaining all required approvals and endorsements from all entities outside of the City's control.
- Applicant must submit all required materials no later than 5:00PM on the last Monday of the preceding month in which Planning Commission consideration is requested. If the site lies outside of the City Limits, but within the City's Planning Jurisdiction, the applicant must also submit a copy of all required materials to the Morgan County Engineer at the time of application.

Application for Non-Residential site approval must include one original application form and the following additional information:

- Five copies of proposed layout at a scale of 1" = 50' or 1" = 100' and five copies of vicinity map, including acreage, at any legible scale at first submission.
 - Location of all abutting roads, proposed streets, ingress and egress points, open spaces, existing waterways, established FEMA flood zones, State and Federal conservation areas, etc.
- 3 copies of construction drawings at a scale of 1" = 50' or 1" = 100' and relevant supporting documents.

Construction drawings include, but are not limited to, the following:

- Names and addresses of all adjoining property owners including those of property owners across public rights-of-way (streets) according to current tax records
- Details of Ingress and Egress points including City and ALDOT improvements (if required) such as turn lanes, acceleration and deceleration lanes, traffic control devices, etc.
- Location of utilities (water, sewer, electrical, gas, etc.)
 - Sanitary Sewer plans (if applicable) in accordance to the City of Priceville Sewer Regulations
 - Septic System plans (if applicable) in accordance to Morgan County Health Department Regulations
- Storm Drainage and Erosion Control Plan
 - Location of proposed drainageways, streams and ponds in the site
 - Location, size and invert elevations of proposed drainage structures including profiles of the storm drainage system, culverts, bridges, pipes, drop inlets, top elevations of headwalls and any other data as may be required by the Commission
 - Area of land contributing runoff to each drainage structure
 - Location of easements and rights-of-way for drainageways and maintenance as recommended by the City Engineer
 - Typical cross sections of each drainageway
 - Direction of water flow throughout the site
 - Stormwater drainage calculations including all assumptions made along with pre- and post-development delineation maps
 - Erosion and Sediment Control Plan showing all Best Management Practices (BMPs) for controlling pollutants leaving the site through stormwater runoff.
 - Letter of certification of engineering sufficiency signed by the site engineer
 - Letter of certification signed by the site engineer ensuring installation in accordance with the approved site
- Listing of any requested variances from the Zoning Ordinance and/or Subdivision Regulations. Letter of justification must be attached. (A variance may require action from the Zoning Board of Adjustment)
- 1 complete set of above listed plans, drawings and items in PDF format (USB drive or CD)

After review by the Technical Review Committee (TRC), Applicant must submit the following no later than 5:00 PM on the second Monday of the month in which Commission consideration is requested:

- 10 copies of the proposed layout, as revised, for consideration by the Planning Commission at a scale of 1" = 50' or 1" = 100'
- 3 copies of construction drawings at a scale of 1" = 50' or 1" = 100' and relevant supporting documents. Vicinity maps, at any legible scale, shall also accompany plans.
- Documentation showing all applicable utilities, County and State approvals
- 1 complete set of above listed plans in PDF format (USB drive or CD)