



**CITY OF PRICEVILLE**  
**Non-Residential & Multifamily Site Application**

**OFFICE USE ONLY**

Date Received \_\_\_\_\_

Clerk \_\_\_\_\_

**1. Name of Proposed Site**

**2. Applicant**

|              |  |                 |  |
|--------------|--|-----------------|--|
| Printed Name |  | Phone No.       |  |
| Signature    |  | Mailing Address |  |

If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as an Agent for the owner

**3. Owner of Record** ☐ Check here if multiple owners and skip the remainder of section 3 – complete page 3

|                                                                                          |  |                 |  |
|------------------------------------------------------------------------------------------|--|-----------------|--|
| Printed Name<br><input type="checkbox"/> Individual<br><input type="checkbox"/> Business |  | Mailing Address |  |
| If Business:<br>Officer Name (print)<br>Title / Position                                 |  |                 |  |
| Signature                                                                                |  | Phone No.       |  |
| Attest: Notary Public                                                                    |  | Seal            |  |

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

**4. Property Title** ☐ The property title is free and clear of any encumbrances (mortgage, loan, lien, other form of collateral, etc.)  
☐ The property has a financial encumbrance – if checked, explain. Attach a separate page if needed.

**5. Surveyor/Engineer**

|              |                   |                 |  |
|--------------|-------------------|-----------------|--|
| Printed Name | AL Registration # | Phone No.       |  |
| Company      |                   | Mailing Address |  |

**6. Location of Property**

|                                                                                        |                                                                                       |
|----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <input type="checkbox"/> City Limits<br><input type="checkbox"/> Planning Jurisdiction | Property address:<br>(if no address assigned, provide a general location description) |
| <b>7. Zoning District:</b>                                                             | Type of Proposed Use / Development:                                                   |

## **Application Requirements**

- Refer to Article 12 of the Priceville Zoning Ordinance for complete City of Priceville site plan procedures and submittal requirements
- Refer to §7.14 of the Priceville Zoning Ordinance for Multifamily Development standards
- Site plans involving special exceptions, variances or conditional uses must be approved by the applicable authority prior to review by the TRC. Any approved must be indicated on the site plan.
- 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 21 days prior to the Technical Review Committee (TRC) meeting at which it is to be considered.

Application for site approval must include:

- One original application form
- Application Fee:
  - Non-Residential (Commercial): no charge
  - Multifamily: Up to 500 dwelling units = \$500.00  
Above 500 dwelling units = \$500.00, plus \$10 per additional dwelling unit
- 5 copies of the proposed site plan and supporting documents (see ZO §12.04)
- One copy in electronic PDF format
- Drainage Calculations and CAD files (as determined necessary by the City Engineer)

## **After review by the TRC**

- A. If no Commission or ZBA action is required, the applicant must submit the following:
- One copy and a PDF file of the final site plan, with notations of any required or granted Special Exceptions, Conditional Use approvals, etc.
  - 3 copies of construction drawings
  - Documentation showing all applicable utilities, County and State approvals
  - A site construction permit application
  - Building, sewer, and gas permit applications
  - Payment of sewer impact fees (if applicable)
- B. If Commission action is required, the applicant must submit the following:
- One copy and a PDF of the revised site plan
  - 10 copies of the revised site plan
  - 3 copies of construction drawings
  - One copy and a PDF file of the final site plan, with notations of any required or granted Special Exceptions, Conditional Use approvals, etc.
  - Documentation showing all applicable utilities, County and State approvals
- C. If ZBA action is required – see City Clerk

### **NOTE: ZO §12.05 Expiration**

*An approved site plan expires and will be of no effect 365 days after the date of issuance, unless within such time the Building Official has issued a building permit or certificate of occupancy for any proposed work authorized under the approved site plan certificate.*

**OWNERS OF RECORD** (attach additional pages as needed for the number of owners)

- ☐ Check here if an "authorized agent statement" has been completed by all owners of record. (see page 4)
- Skip remainder of this page if box is checked

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Owner: \_\_\_\_\_ (printed name) \_\_\_\_\_ (signature)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

STATE OF ALABAMA )  
COUNTY OF MORGAN )

I, \_\_\_\_\_, a notary public in and for said County in said State, hereby certify that \_\_\_\_\_ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

---

Owner: \_\_\_\_\_ (printed name) \_\_\_\_\_ (signature)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

STATE OF ALABAMA )  
COUNTY OF MORGAN )

I, \_\_\_\_\_, a notary public in and for said County in said State, hereby certify that \_\_\_\_\_ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

Date: \_\_\_\_\_

City of Priceville  
Attn: Planning Commission Secretary

RE: Authorized Agent Statement

Project/Development/Property: \_\_\_\_\_  
\_\_\_\_\_

Please let this letter serve as the owner's certified statement that \_\_\_\_\_ is an authorized agent with respect to all applications and submittals for the above referenced property. Specifically, \_\_\_\_\_ is authorized to submit whatever other applications, petitions, plans, layouts, and information that may be necessary to obtain approvals and entitlements for the development of the above referenced property.

Please contact me if you need further information.

Owner 1 (print): \_\_\_\_\_

Phone: \_\_\_\_\_

Sincerely,

Address: \_\_\_\_\_

Owner 1: \_\_\_\_\_

Owner 2: \_\_\_\_\_

Owner 2 (print): \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

STATE OF ALABAMA     )  
COUNTY OF MORGAN    )

I, \_\_\_\_\_, a notary public in and for said County in said State, hereby certify that \_\_\_\_\_ whose name(s) is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_