

City of Montgomery Site Development Plan Guidelines and Checklist

(This sheet must be completed and submitted with the application)

The following information will be required on all development plans submitted to the City of Montgomery's Land Use Division. Unless otherwise requested, we only require Civil Plans for our review.

We are **ONLY** accepting digital plans.

- Completed application and checklist and a **\$100.00** fee (*check made payable to the City of Montgomery or payment can be paid with a credit card over the phone at (334)625-2722*).
- Email a PDF or link of the plans to:
landuse@montgomeryal.gov
- Landscape plan (if not included in the set of civil plans).
- If the subject property is unplatted or will require a replat, a plat and applicable fees will be submitted along with the development plan.

Development Plan Requirements

The following information will be required to be on the face of the development plan.

- All plans are to be drawn to scale (scale noted), to include vicinity sketch and north arrow.
- All existing and proposed property lines will be shown and dimensioned.
- All existing structures (including pools, accessory structures, mail facilities, dumpster pads, screening/fencing, etc.) and proposed structures will be shown with square footage, type of construction, and distances from all property lines.
- All existing/proposed signage with dimensions to property lines and height of the sign.
- All existing/proposed easements.
- Existing and proposed fire hydrants and sprinkler connections.
- Existing and proposed water and sewer line locations and sizes to include meter type and backflow form. (Additional plans may be required by Montgomery Water Works & Sanitary Sewer Board).
- All existing and proposed access drives, widths, and radii are to be indicated. Standard City detail is required. Typical turn lane detail, if applicable.
- Names and right-of-way widths of existing and/or proposed streets abutting property.
- All existing and/or proposed parking spaces to include aisle widths and typical space dimensions.
- All existing and/or proposed handicapped parking spaces, signage, and ramps.
- If the property is located within a flood zone, the base flood elevation and finished floor elevation (minimum of 2 ft. above base flood elevation) will be shown. Additional drainage plans may be required by the Engineering Department.
- City Engineering Department notes.

All development plans submitted will be reviewed by the Land Use Division, Engineering Department, Traffic Engineering Department, Fire Department, and Urban Forestry.

Developers/Applicants are responsible for coordinating the final approved plans with all other external agencies such as Water Works, ALDOT, etc., and provide a final copy to Land Use before issuance of C.O.

It is the applicant's responsibility to ensure all architectural plans meet the requirements of the Building Permitting process as, in many cases, plans must be prepared by a State of Alabama Registered Architect.

Revised Development Plans

Any necessary revisions to final plans can typically be emailed to the department contact(s) directly.

FINAL LANDSCAPE PLAN CHECKLIST

The following information will be required on all landscape plans submitted to the City of Montgomery's Urban Forester.

- A completed checklist
- Certification from the architect, landscape architect, engineer, surveyor of record, horticulture professional, or landscape contractor
- The landscape plan is to be drawn to the same scale as the development plan

Landscape Plan Requirements

- A title block (include name and address of firm preparing plan with date and/or revision dates)
- Scale, north arrow, vicinity map
- Boundaries of subject property, streets, and easements
- Required number of parking spaces and proposed number of parking spaces
- Location and name of utility lines, easements, or right-of-ways on or adjacent to the site (if there are no utilities, please note on plan.)
- Installation detail
- A planting schedule (listing plant materials by botanical name, common name, and cultivar, if any, quantity of materials, size of materials at planting, plant spacing, and existing trees approved for use)

Landscaping Requirements

- 8-foot landscape buffer adjacent to public streets
- 4-foot landscape buffer adjacent to parcel lines
- Shrubs forming an evergreen screen adjacent to public streets
- Canopy trees on 40 to 50 ft. centers, or understory trees on 20 to 30 ft. centers where overhead utilities conflict; minimum 2 tree species
- One landscape island (250 sq. ft. minimum) for every 12 spaces
- Shrubbery is provided in all landscape buffers and islands
- Each parking space must be within 60 ft. of a tree

Landscaping/Parking Note: Each landscape island may count as 2 parking spaces to fulfill parking requirements, and each tree in the landscape buffer may count as 1 parking space to fulfill parking requirements.

Existing trees may be used to meet landscaping requirements if approved by the Urban Forester.

***ALL LANDSCAPE PLANS SUBMITTED WILL BE REVIEWED BY THE URBAN FORESTER.
ANY PLANS NOT MEETING ALL THE REQUIREMENTS CANNOT BE PROCESSED.***

City of Montgomery Site Development Plan Application

MONTGOMERY, ALABAMA

Land Use Division

25 Washington Ave., 4th Floor, Montgomery, AL 36104

P: (334)625-2722 - F: (334)625-2017

(OFFICE USE)

FILE NO. _____

ZONING _____

PROJECT LOCATION _____ BUSINESS NAME _____

OWNER _____ INTENDED USE OF BLDG _____

LEGAL DESCRIPTION _____

APPLICANT _____ ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ PHONE _____

EMAIL: _____ FAX _____

SETBACKS

Front _____
Rear _____
L Side _____
R Side _____
Canopy _____
Pump Island _____
Sign _____

COVERAGE (% of gross lot area)

Lot size _____ SqFt
Ex Bldg 1st Fl _____ SqFt
New Const 1st Fl _____ SqFt
Canopy _____ SqFt
Total _____ SqFt
% of lot Coverage _____ %

ELEVATION/HEIGHT

Fin. Fl. Elev. _____
No. of Stories _____
Bldg(s) Height _____

PARKING (based on gross floor area)

Ex Bldg Area _____ SqFt
New Const All Fl _____ SqFt
Other _____ SqFt
Total Bldg Area _____ SqFt
No. of Spaces _____
-Paved _____ Gravel _____

COMMENTS: _____

CERTIFICATION: I the Applicant hereby understand that for this application to be processed all of the above items must be CLEARLY SHOWN AND IDENTIFIED on the site plan, and must be drawn to scale. I further state that if this request is approved, I will proceed with construction in accordance with plans submitted and under the conditions as stated by the Planning Commission and all City Departments or agencies.

RECEIPT NO. _____

SIGNATURE _____

DATE _____

DEVELOPMENT PLAN CONTACTS FOR EACH DEPARTMENT

Land Use Division

25 Washington Ave., 4th Floor
Montgomery, AL 36104

Land Use Division
334.625.2722
landuse@montgomeryal.gov

Engineering Department

25 Washington Ave., 2nd Floor
Montgomery, AL 36104

Civil Engineer II
334.625.3804
tdeason@montgomeryal.gov

Engineering Technician III
334.625.4412
jheath@montgomeryal.gov

Traffic Engineering

25 Washington Ave., 5th Floor
Montgomery, AL 36104

Traffic Engineer II
334.625.2655
jbridges@montgomeryal.gov

Fire Department

19 Madison Ave.
Montgomery, AL 36104

Fire Captain
334.625.3916
dphothisane@montgomeryal.gov

Urban Forestry

25 Washington Ave., 4th Floor
Montgomery, AL 36104

Urban Forestry Coordinator
334.625.2148
osnow@montgomeryal.gov

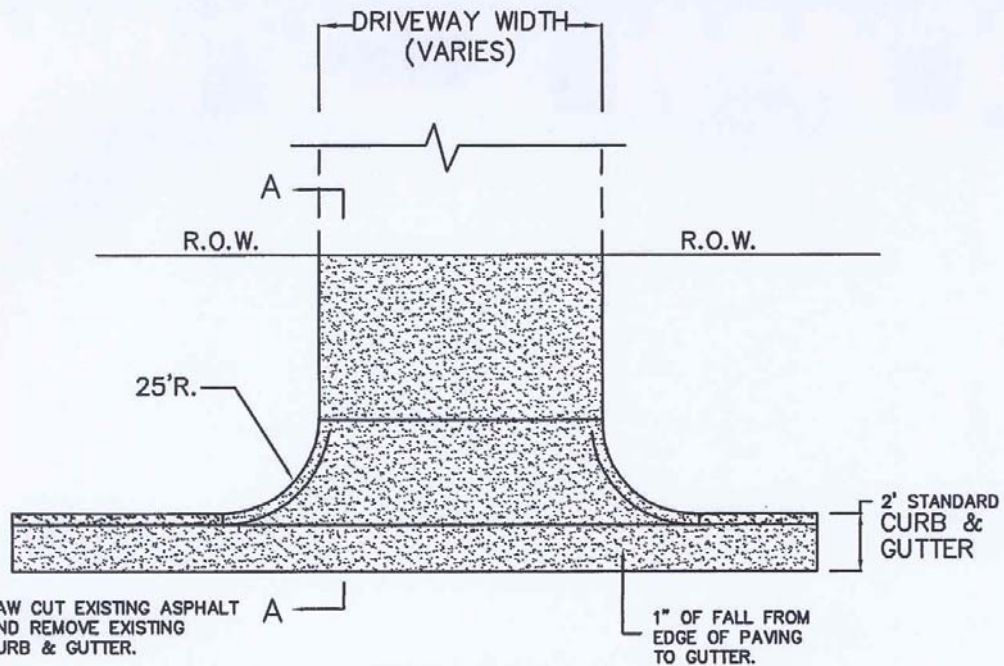
FIRE DEPARTMENT DEVELOPMENT PLAN REQUIREMENTS

Please provide the following information on Development Plans

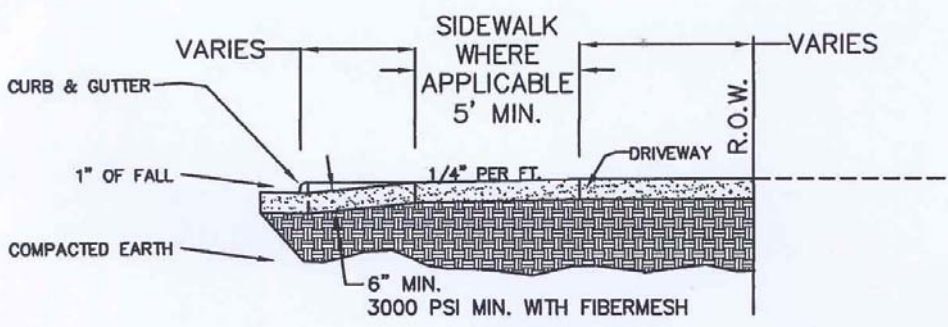
1. Square footage of proposed building.
2. Type of construction.
3. Type of occupancy - what the building will be used for.
4. Number of floors.
5. Distance from property line.
6. Location of existing and/or proposed fire hydrants.
7. Size of existing and/or proposed water mains.
8. Location of new or existing FDC marked on plans.
9. New FDC hydrant within 100 ft.

ENGINEERING DEPARTMENT DEVELOPMENT PLAN NOTES

1. BEFORE WORK BEGINS WITHIN RIGHT-OF-WAY (ROW), CONTACT CITY ENGINEERING CHIEF CITY INSPECTOR CHARLIE HARRIS 48 HOURS PRIOR TO CONSTRUCTION AT (334) 354-6127.
2. ENGINEERING DEPARTMENT SHALL NOT ISSUE A C.O. UNTIL THE AS-BUILT EVALUATION AND CERTIFICATION DOCUMENTATION IS SUBMITTED AND APPROVED BY THE CITY
3. ALL UTILITY CONNECTIONS MADE WITHIN EXISTING CITY STREETS MUST BE BORED UNLESS OTHERWISE DETERMINED BY CITY MAINTENANCE DEPARTMENT (625-2880). AN APPROVAL LETTER FROM MAINTENANCE WILL BE REQUIRED BEFORE DEVELOPMENT PLAN CAN BE APPROVED BY ENGINEERING.
4. ANY STREET CUTS REQUIRE A CITY STANDARD PAVEMENT PATCH AND 50 FOOT LONG, FULL STREET WIDTH ASPHALT OVERLAY.
5. BEFORE ANY STREET CUTS, CONTACT DONALD THOMAS WITH CITY MAINTENANCE AT 850-3727.
6. DIRECT ALL STORMWATER, INCLUDING ROOF DRAINS, TO STREET ROW OR TO DRAINAGE EASEMENT.
7. CONTRACTOR IS RESPONSIBLE FOR INSTALLING AND MAINTAINING ADEQUATE EROSION/SEDIMENTATION CONTROL DURING ALL PHASES OF CONSTRUCTION.
8. CONTRACTOR IS RESPONSIBLE FOR KEEPING MUD AND DEBRIS OFF CITY STREETS AND ROW. CLEAN UP IS REQUIRED DAILY.
9. CONTRACTOR IS RESPONSIBLE FOR THE REPLACEMENT OF DRIVEWAYS, SIDEWALK AND/OR CURB AND GUTTER DAMAGED DURING CONSTRUCTION.
10. ANY CHANGES OR REVISIONS MADE TO SITE PLANS MUST BE SUBMITTED FOR APPROVAL.
11. ALL AREAS OF ROW THAT ARE DISTURBED DURING CONSTRUCTION SHALL BE REPLACED WITH SOD, ASPHALT OR CONCRETE; WHICHEVER ENGINEERING DEPARTMENT DEEMS NECESSARY.
12. CONVERT ALL GRATE INLETS TO "S" TYPE INLETS.
13. ALL EXISTING GRANITE CURBS ADJACENT TO THE PROPERTY SHALL BE REMOVED AND REPLACED WITH 24" COMBINATION CURB AND GUTTER. THE NEW CURB LINE SHALL MATCH THE EXISTING CURB LINE. ALL ASPHALT ADJACENT TO THE PROPOSED CURB AND GUTTER SHALL BE SAW CUT THE FULL DEPTH OF THE ASPHALT TO PROVIDE A CLEAN EDGE. SHOULD THE ASPHALT BE TORN OR A ROUGH EDGE CREATED, THE CONTRACTOR SHALL BE REQUIRED TO OVERLAY THE FULL STREET WIDTH AT HIS OWN EXPENSE. THIS DETERMINATION SHALL BE MADE BY THE CITY ENGINEERING DEPARTMENT.
14. PROVIDE HANDICAP RAMPS AT ALL SIDEWALK AND COMMERCIAL DRIVEWAY INTERSECTIONS WITH RED BRICK TRUNCATED DOMES. THE RAMP SECTION SHALL BE POURED WITH A 4 INCH MONOLYTHIC CONCRETE BASE LAYER ALLOWING FOR A SAND LAYER THAT SHALL SEAT THE BRICKS AND FINISHED WITH A POLYMER GROUT.
15. EXISTING DRIVEWAYS, SIDEWALKS, AND/OR CURB AND GUTTER ALONG THE RIGHT-OF-WAY OF THE PROJECT THAT ARE FOUND TO BE IN POOR CONDITIONS, SHALL BE REPLACED AS PART OF THE PROJECT DEVELOPMENT AT THE COST OF THE OWNER AS DETERMINED BY CITY REPRESENTATIVE.



PLAN VIEW
NO SCALE



SECTION A-A

9.1

STANDARD COMMERCIAL CONCRETE

DRIVE TURN OUT

NO SCALE

**APPROVED
CITY ENGINEERING**

DATE: William to M...
BY: 11/14/03

PREPARED BY THE
CITY OF MONTGOMERY
ENGINEERING DEPARTMENT
COMMERCIAL TURNOUT
12.19.00

TRAFFIC ENGINEERING

DESIGN CRITERIA FOR DEVELOPMENT PLANS

I. VICINITY MAPS

All development plans, in order to be accepted by this department, must include a vicinity map of the project location and surrounding area.

II. DRIVEWAY SPECIFICATIONS

A. Residential:

1. Single Driveway Widths:
8 ft. Minimum to 15 ft. Maximum, except within apron.
2. Double Driveway Widths:
22 ft. Maximum, except within apron.

B. Industrial or Commercial:

1. One-way Drive Widths:
20 ft. Minimum.
2. Two-way Drive Widths:
25 ft. Minimum to 40 ft. Maximum, except within apron.

No more than two driveways may be placed on any street bordering project

III. TURNING RADII FOR DRIVEWAYS

A. Residential:

1. Homes: 5 ft.
2. Condominiums, Townhouses: 15 ft.

B. Industrial or Commercial:

1. Minimum Radius: 25 ft.
2. Heavy Truck Traffic: 45 ft. Minimum

IV. PARKING LOT SPECIFICATIONS

A. Specifications for 45°, 60°, and 90° Spaces:

1. Minimum stall width: 9 ft.
2. Minimum stall depth: 18 ft.
3. Minimum aisle widths:
 - a. 90° spaces: 24 ft.
 - b. 60° spaces: 18 ft.
 - c. 45° spaces: 14 ft.

B. Specifications for Parallel Spaces:

1. Minimum width: 8 ft.
2. Minimum length: 20 ft.

C. Truck Loading Zones:

1. Minimum width: 12 ft.
2. Minimum length: 45 ft.
3. Must have 14-½ ft. clearance.

V. ROAD DESIGN

A. Street Widths:

- 1. Arterial: 49 ft. back-to-back ROW 80 ft. minimum
- 2. Collector: 41 ft. back-to-back ROW 80 ft. minimum
- 3. Minor Collector: 35 ft. back-to-back ROW 54 ft. minimum
- 4. Minor: 28 ft. back-to-back ROW 40 ft. minimum

B. Sight Distance:

- 1. A grade of less than 3% must be maintained within 75 ft. of intersection for sight distance.
- 2. Signs: No sign shall be installed on development that will obstruct the view of motorists between the heights of 3 ft. and 15 ft.

C. Intersection Offsets:

Centerline offsets of less than 125 ft. will be avoided.

D. Dead End Streets:

Dead end streets shall not be longer than 600 ft. and shall be provided with a turnaround at the closed end with a street right-of-way diameter of minimum 100 ft. and an outside diameter of 80 ft.

VI. DECELERATION LANES

All deceleration lanes, which are required by this Department, shall be 12 ft. wide, excluding curb and gutter, except for Bell Road, which shall be 18 ft. wide, excluding curb and gutter.

HANDICAPPED PARKING AND SIGNAGE

A sign is needed to alert van users to the presence of the wider aisle, but the space is not intended to be restricted only to vans.

“Universal” Parking Space Design: An alternative to the provision of a percentage of spaces with a wide aisle, and the associated need to include additional signage, is the use of what has been called the “universal” parking space design. Under the design, ALL accessible spaces are 132 in. (3350mm) wide with a 60 in. (1525mm) access aisle: SEE BELOW

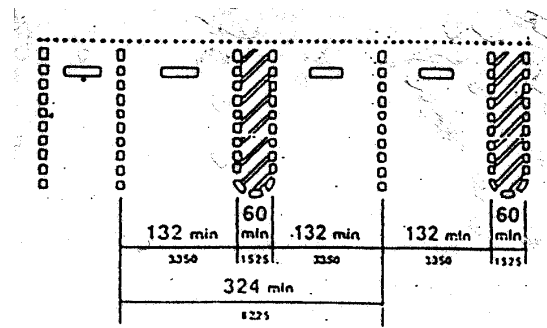
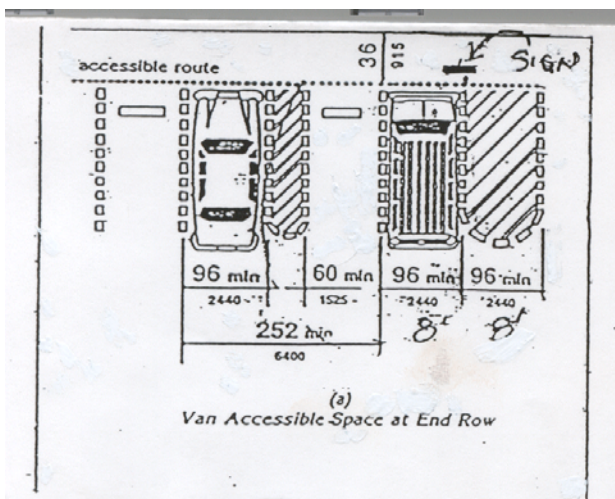


Fig. A5
Parking Space Alternatives