



APPLICATION FOR SITE PLAN REVIEW

PLANNING COMMISSION
12191 Magnolia Springs Highway
P.O. Box 890
Magnolia Springs, AL 36555
Phone: (251) 965-9888
Fax: (251) 965-9889
www.townofmagnoliasprings.org

**** A COPY OF THE DEED TO THE SUBJECT PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION.**

If the applicant is not the owner, an "**AGENT AUTHORIZATION**" form must be completed. All associated fees will be charged to the applicant unless otherwise arranged.

Application Submittal Date: _____ Planning Commission Meeting Date: _____

OWNER/APPLICANT INFORMATION:

APPLICANT NAME _____

PROPERTY OWNER NAME: (if different than applicant name): _____

PROPERTY ADDRESS: _____

OWNER'S MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

PROPERTY INFORMATION:

How is property currently being used: _____ Proposed Use: _____

Current zoning: _____ Proposed zoning: _____

Gross Acreage of Subject Property: _____ Number of Individual Units: _____

General Location: _____

Tax Parcel ID Number: _____ Lot & Block Number: _____

Project Name: _____

REQUESTED TYPE OF REVIEW:

<input type="checkbox"/> CHANGE TO EXISTING STRUCTURE FOR ALL COMMERCIAL & NON-RESIDENTIAL USES	<input type="checkbox"/> NEW COMMERCIAL & NON-RESIDENTIAL STRUCTURES IN US HWY 98 OVERLAY DISTRICT
<input type="checkbox"/> CHANGE TO EXISTING TWO-FAMILY OR MULTI-FAMILY STRUCTURE	<input type="checkbox"/> NEW COMMERCIAL & NON-RESIDENTIAL STRUCTURES IN SPRINGS DISTRICT

DOCUMENTATION:

- _____ Five (5) paper copies of plans (18" x 24" minimum)
- _____ One (1) digital copy in pdf format of plan and all documentation attached to application
- _____ Agent Authorization form, if applicable
- _____ Copy of property deed

APPLICATION SUBMITTAL DEADLINE:

The Planning Commission meets the 1st Tuesday of each month at 4:00 P.M. at Town Hall. Completed application packet and all other required documentation must be submitted 14 days prior to the regularly scheduled Planning Commission meeting of the month to be placed on the agenda. Applications submitted less than 14 days before a Planning Commission meeting will be placed on the following agenda.

TERMS & CONDITIONS:

My signature indicates that I, the applicant, or authorized agent, agree with the terms and conditions of this application and certify that all the above facts are true and correct to the best of my knowledge. I understand that I must be present at the Planning Commission meeting in order for my application to be acted upon and any approval(s) granted pursuant to this application shall be subject to all applicable regulations of the Town of Magnolia Springs, and that such approval(s) shall expire unless construction has commenced within two (2) years following date of approval.

APPLICANT/AGENT NAME (please print): _____

APPLICANT'S/AGENT'S SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

Date Received: _____ Case Number: _____ Received By: _____

Application Fee: _____ Receipt No.: _____

Determination: _____ Date of Determination: _____

Comments: _____

US HIGHWAY 98 OVERLAY DISTRICT SITE PLAN REVIEW CHECKLIST

A site plan certified by an American Institute Certified Planner or stamped and sealed by an Alabama licensed architect or engineer shall be presented with the appropriate application and fees to the Town for review and consideration. The site plan package shall at a minimum show the following:

- ☐ Property Lines
- ☐ Contours
- ☐ Stamped Certified Boundary Survey indicating all protected trees, their species and size
- ☐ Building(s) elevation for every side
- ☐ Colored rendering
- ☐ Stormwater management plan stamped and certified as meeting requirements by an Alabama licensed Engineer
- ☐ Utility plans
- ☐ Access points
- ☐ Perspective plan/drawing
- ☐ Landscape Plan stamped by a Landscape Architect
- ☐ Irrigation Plan
- ☐ Sign details
- ☐ Lighting plan, details, and photometrics
- ☐ Pedestrian, sidewalk, and bicycle plan
- ☐ Zoning
- ☐ Zoning within 300 feet of the adjacent properties
- ☐ Geometric plan including any outside storage i.e. buggy corrals
- ☐ Detail of required fencing

The applicant is required to meet informally with the Town staff prior to making a formal application. The applicant shall have a sketch plan to be used for the preliminary discussions.

SPRINGS DISTRICT

SITE PLAN REVIEW CHECKLIST

A site plan is required for all projects in the Springs District. The site plan shall at a minimum provide the following:

- ___ Proposed setbacks for all buildings
- ___ Proposed setbacks for all parking and drive areas
- ___ Pedestrian connections
- ___ Bicycle facilities
- ___ Signage
- ___ Landscape and irrigation plan that conforms to the spirit and requirements in the landscaping section of the Zoning Ordinance.
- ___ Parking and traffic circulation
- ___ Screening and/or buffer zones, with details
- ___ Proposed uses and hour of operation
- ___ Refuse location and screening
- ___ Mitigation of any negative impacts of projects, i.e., noise, vibration
- ___ All exterior lighting, i.e. parking and building
- ___ Exterior construction materials
- ___ Elevations of all sides of the building(s)
- ___ Lot size
- ___ Any proposed accessory buildings
- ___ General narrative describing the vision for the project
- ___ General narrative describing the stormwater management
- ___ General narrative describing utilities for the project
- ___ General narrative describing the site in its predevelopment state
- ___ Erosion Control/BMP Plan that incorporates low impact principles
- ___ Other information as required by Staff and/or Town Council or Planning Commission

A project in the Springs District shall require a recommendation from the Planning Commission and approval from the Town Council. The procedure for approval shall follow the Zoning Map Amendment procedures as established in Article 2.