

## **COMMERCIAL SITE PLAN APPLICATION PROCEDURES**

Each application for a building permit for which approval of a Commercial Site Plan by the Madison County Engineer is required shall include two (2) copies of plans showing all information required for review of the proposed work by the Madison County Engineer.

Completed application packages shall be submitted to the Madison County Subdivisions office located at 266 - C Shields Road, Huntsville, AL, 35811. If you have further questions call 256-746-2925 or email [Krogers@madisoncountyal.gov](mailto:Krogers@madisoncountyal.gov)

Upon review and/or approval, one (1) copy of the plans may be picked up. Additional copies of the approved plans will be stamped as approved and requested by the engineer if desired. The engineer may submit plans informally in hard copy or electronically for review and comments prior to submittal of an application.

Construction must begin within one year of the permit approval date and must be completed within two years of the approval date. Otherwise, the permit is void and the commercial site plan application review process must begin again.

### **REQUIRED INFORMATION**

A complete application package shall include information on the following items.

- 1. An address must be obtained from Madison County House Numbering, (Phone 256-746-2909) prior to submitting plans for review.
  
- 2. A completed Commercial Site Application along with a \$50.00 fee (checks shall be made payable to the Madison County Commission).

- 3. Hydrologic and hydraulic calculations for appropriate design conditions and facilities, including detention/retention facilities, and reservoir routing calculations.
- 4. PDF of final plans.
- 5. Site Plan(s) and construction drawing(s).

**REQUIRED ON PLANS**

- 1. Plans stamped by a Professional Engineer registered in the state of Alabama.
- 2. Site address, Name/Address of Owner, Name/Address of engineer.
- 3. Location of the nearest fire hydrant.
- 4. Vicinity Map.
- 5. Best management practices (erosion and sedimentation control measures).
- 6. ADA/Handicap accessibility features, if applicable.
- 7. Existing property or parcel boundary with reference to deed.
- 9. Existing and proposed contours at intervals no greater than 2 feet with at least one benchmark required, including reference to horizontal datum and the elevation relative to National Geodetic Vertical Datum (NGVD). Contours shall extend to the centerline of all roads/streets bordering the site and 50 feet beyond the boundary of the property.

10. Certificate of utility availability for water sanitary sewer service as required.

The \_\_\_\_\_ has reviewed the required submission material for the proposed Subdivision in sufficient detail to determine that service can be made available.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

Flood Zone Certificate:

I, \_\_\_\_\_, the engineer of record, certify that, by graphic overlay only, the proposed site shown hereon is within flood hazard area [insert flood hazard area as required] shown on the most current FEMA map for Madison County. The base flood elevation for the proposed structure is \_\_\_\_\_ ft. I further certify that the proposed site show hereon complies in all respects with the Madison County Flood Damage Prevention Ordinance, as last revised.

Firm Panel #: \_\_\_\_\_

Engineer Name: \_\_\_\_\_

Dated: \_\_\_\_\_

AL License #: \_\_\_\_\_

AASHTO Standards Certificate:

The intersection site distance and geometric design of this site plan meets specifications set forth in the prevailing AASHTO standards.

*Revised 6/9/15*

# Commercial Site Application

Please Print or Type

Business Name / Description: \_\_\_\_\_

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

\_\_\_\_\_

ENGINEERING FIRM: \_\_\_\_\_

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

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

OWNER: \_\_\_\_\_

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

\_\_\_\_\_

PHONE: \_\_\_\_\_

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

## OFFICE USE ONLY

Paid: Check # \_\_\_\_\_

Cash \_\_\_\_\_

MS4: YES \_\_\_ NO \_\_\_

PDF: \_\_\_\_\_

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

Approved By \_\_\_\_\_

FILE # \_\_\_\_\_

Tag # \_\_\_\_\_