

**SITE PLAN REVIEW CHECK LIST**  
*(Per Section 1002 Northport Zoning Ordinance)*

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Project Name                      Date

**1002.12. Site Plan Preparation Requirements.** A site plan must accurately show all relevant information about a proposed development to permit it to be reviewed against the requirements of this Ordinance, and to provide a permanent record as to the type and characteristics of development approved on the site.

Plans shall include site plans, architectural plans and landscaping plans as required herein. A site plan shall be prepared, signed and sealed by an architect, landscape architect, surveyor or an engineer, currently licensed in the State of Alabama. Site plans shall be drawn, on one of the following overall sheet sizes 22”x 34”, 24”x 36”, or 36”x 48”, and at a scale no smaller than 1:50.

When more than one (1) sheet is needed, a series of drawings showing different elements of the site design, such as landscaping, utilities, or topography may be submitted. Where such a series is submitted, the top sheet shall include an index of all other sheets in the series and the series must contain a “Site Plan” drawing. These shall be bound in a single package, with each sheet labeled as to what it shows and its number in the series (e.g., Landscaping Plan, Sheet 2 of 3). ***Information shown on Drawings included in construction plan (i.e. grading plans, utility plans, etc.) will not be considered as meeting the requirement for a site plan submission. Required site plan details must be shown on the “site plan” drawing.***

**A new completed Site Plan Check List must accompany all new and subsequent site plan submittals. Indicate in the blank the sheet number(s) where the information is located. If not applicable, mark “N/A” and explain why.**

Unless specifically waived by the Planning Director, the following information shall be shown on all site plans:

**A. Written Information:**

- \_\_\_\_\_ 1. Site plan name.
- \_\_\_\_\_ 2. General statement indicating the character of the use(s) proposed for the site. This shall include information describing the size and/or intensity of the use, such as the number of employees at largest shift, seating capacity, number of students, number of hospital beds or motel rooms, etc. All other relevant information not otherwise specified in this checklist shall be provided in the General Statement, such as variances on the property, nonconforming status, etc.
- \_\_\_\_\_ 3. Property owner’s name, address and telephone number; and the designated project applicant or representative if other than the property owner.
- \_\_\_\_\_ 4. Name, address, and telephone number of engineer, surveyor, architect, landscape architect and/or any other professional involved in design of the project. Include current license numbers.

- \_\_\_\_\_ 5. Total size of the tract expressed in square feet and acres (to nearest tenth).
- \_\_\_\_\_ 6. Zoning district assigned to the subject property.
- \_\_\_\_\_ 7. Zoning and current land use of adjacent properties.
- \_\_\_\_\_ 8. Number of units proposed (residential only). Proposed use(s) of building(s), number of lots and lot numbers if applicable (commercial and/or residential)
- \_\_\_\_\_ 9. Impervious surface area in square feet, impervious surface ratio (ISR), maximum and proposed.
- \_\_\_\_\_ 10. Floor area in square feet, floor area ratio (FAR), maximum and proposed.
- \_\_\_\_\_ 11. Number of parking spaces required and proposed (must show calculations based on the requirements of Section 610).
- \_\_\_\_\_ 12. Building height and front, rear and side yard setbacks.
- \_\_\_\_\_ 13. Corridor Overlay Information where applicable (i.e. building materials, sign, lighting, etc.)

**B. Graphic Information:**

- \_\_\_\_\_ 1. Vicinity map showing the site in relation to adjoining properties, streets and other landmarks such that its location within the City can easily be determined.
- \_\_\_\_\_ 2. North arrow, scale and date prepared.
- \_\_\_\_\_ 3. Certified boundary survey of the tract prepared by a surveyor registered with the State of Alabama, indicating an existing lot of record.
- \_\_\_\_\_ 4. Location, number of floors or stories, height and dimensions of all structures.
- \_\_\_\_\_ 5. Location of all impervious surfaces.
- \_\_\_\_\_ 6. All flood-prone areas as delineated by the Flood Insurance Rate Maps published by the Federal Emergency Management Agency (FEMA), including a notation of the 100-year flood elevation.
- \_\_\_\_\_ 7. All wetlands and watercourses, including lakes, streams, etc.
- \_\_\_\_\_ 8. Steep slopes greater than 30 percent.
- \_\_\_\_\_ 9. USGS – MSL – Contours at five foot intervals.
- \_\_\_\_\_ 10. Plan showing all proposed and required Landscaping (general & parking) and bufferyards.
- \_\_\_\_\_ 11. Location height and type of all on premise lighting and freestanding signage.
- \_\_\_\_\_ 12. Lot frontage on public streets and all proposed accesses.

- \_\_\_\_\_ 13. Location and dimensions of all parking spaces (including handicap spaces), loading berths, and driveway aisles. One-way aisles must be labeled as such.
- \_\_\_\_\_ 14. Location of all curb cuts and their distances from nearest adjacent curb cuts or street intersections.
- \_\_\_\_\_ 15. Phase lines, if the development is to be constructed in phases.
- \_\_\_\_\_ 16. Existing and proposed utility easements.
- \_\_\_\_\_ 17. All existing and proposed street right-of-way reservations, cross access locations, sidewalks and easements.
- \_\_\_\_\_ 18. Finished floor elevations of all structures.
- \_\_\_\_\_ 19. All existing and proposed utility lines, including sewer, water, gas, and electricity.
- \_\_\_\_\_ 20. Location and screening of solid waste receptacles.
- \_\_\_\_\_ 21. Elevations of all building facades at a scale of 1/8" – 1' indicating:
  - a. Design character of buildings and structures;
  - b. Materials, existing and proposed, to be used on all structures to include color schemes.
  - c. Structure heights.
  - d. Roof configuration and overhangs.
  - e. Special design features including compliance with ADA requirements.
  - f. Proposed location, size and configuration of all wall mounted signs.

**C. Engineering Department:**

\_\_\_\_\_ **1. *Engineering Plan Submittal Requirements***

- \_\_\_\_\_ a. Submit three (3) complete sets of documents
- \_\_\_\_\_ b. Each set is neatly bound; no loose sheets will be accepted
- \_\_\_\_\_ c. All submitted plan sheets shall be 22"x 34", 24"x 36", or 36"x 48" in size
- \_\_\_\_\_ d. In addition to site specific civil sheets, the following sheets are required in **all** plan sets:
  - Cover Sheet
  - Boundary/Existing Conditions Survey
  - Plat (recorded or proposed version) (Residential Subdivisions), Overall Development Plan (Commercial)
  - Current Site Plan (Commercial projects only, must have been submitted to Planning Department)

\_\_\_\_\_ **2. *Requirements for all Civil Plan Sheets***

- \_\_\_\_\_ a. Title block with engineering firm information, registration number, engineer's seal, sheet title, and page numbers clearly shown
- \_\_\_\_\_ b. Benchmarks are required on all pertinent sheets
- \_\_\_\_\_ c. North Arrow and Scale clearly shown on each plan sheet
- \_\_\_\_\_ d. Legend (relevant to each sheet) showing all special symbols, line types and hatch used
- \_\_\_\_\_ e. Street names labeled on all existing, proposed, and future streets

- \_\_\_\_\_ f. Lot and Block numbers and/or ownership information shown for all lots
- \_\_\_\_\_ g. Caution notes shown when working next to any existing utilities (public and franchise)

\_\_\_\_\_ **3. Recommended Order of Sheets** (Sheets may be combined where feasible to reduce unnecessary sheets).

- \_\_\_\_\_ a. Cover Sheet
- \_\_\_\_\_ b. Plat/Overall Development Plan
- \_\_\_\_\_ c. Survey
- \_\_\_\_\_ d. Approved Site Plan (*non-residential projects*)
- \_\_\_\_\_ e. Dimensional Control Plan (*non-residential projects*)
- \_\_\_\_\_ f. Demolition Plan (if required)
- \_\_\_\_\_ g. Erosion Control Plan
- \_\_\_\_\_ h. Paving and Layout Plan
- \_\_\_\_\_ i. Grading
- \_\_\_\_\_ j. Drainage Area Map and Drainage Plans
- \_\_\_\_\_ k. Water and Sewer Plans (including Plan and Profile)l.
- \_\_\_\_\_ l. Street Light Plan
- \_\_\_\_\_ m. Construction Details

**Note: Based on the size and type of development, all of the following plan requirements may not be applicable.**

\_\_\_\_\_ **4. Dimensional Control Plan (Non-Residential Projects)**

- \_\_\_\_\_ a. Dimensions for all buildings, pavement and hardscape areas (i.e. parking areas, driveways, fire lanes, turn lanes, sidewalks, radii, throat depths, etc.) measured to the nearest 0.0'
- \_\_\_\_\_ b. Control points to structures (i.e. inlets, etc.) based on dimension from property corner or known feature (not from an arbitrary point parallel to property line)
- \_\_\_\_\_ c. Verification of public right-of-way widths. Dimension each property corner adjacent to public right-of-way to perpendicular point on opposite side right-of-way line (do not label "variable width" only)
- \_\_\_\_\_ d. Dimension along right-of-way to nearest cross-street and/or driveway measured from throat to throat.

\_\_\_\_\_ **5. Erosion Control Plan**

- \_\_\_\_\_ a. Existing and/or proposed contours clearly shown/labeled
- \_\_\_\_\_ b. Existing and proposed storm lines and inlets shown
- \_\_\_\_\_ c. List the total disturbed acreage, and delineate limits of construction
- \_\_\_\_\_ d. FEMA 100-year flood plain
- \_\_\_\_\_ e. Appropriate BMP's used and identified
- \_\_\_\_\_ f. Phasing of BMP's with construction activities listed/described
- \_\_\_\_\_ g. BMP details provided, should be per current Alabama Erosion Control Manual or other applicable standard
- \_\_\_\_\_ h. Stockpile area and batch plant areas shown and labeled
- \_\_\_\_\_ i. Areas to be sodded or seeded shown and specified with permanent perennial vegetation
- \_\_\_\_\_ j. Areas of permanent erosion control (other than vegetation) clearly shown
- \_\_\_\_\_ k. Construction Entrance location

\_\_\_\_\_ **6. Grading**

- \_\_\_\_\_ a. Both onsite and offsite existing/proposed contours shown clearly labeled

- \_\_\_\_\_ b. Date and name of firm who prepared geotechnical report with corresponding note stating: “*Work shall be done in accordance with the Geotechnical Report by \_\_\_\_\_, dated \_\_\_\_\_.*”
- \_\_\_\_\_ c. Drainage clarified by flow arrows, high points, sags, ridges, and valley gutters.
- \_\_\_\_\_ d. Show driveway locations for all lots adjacent to storm inlets
- \_\_\_\_\_ e. Positive overflow provided at all low points, easements dedicated as needed
- \_\_\_\_\_ f. Finished pad and/or floor elevations shown
- \_\_\_\_\_ g. Minimum finished floor elevations shown adjacent to floodplains, ponds, creeks/channels, etc.
- \_\_\_\_\_ h. Clearly show all walls and label top/bottom elevations of wall at key locations
- \_\_\_\_\_ i. Cross-sections and flow data for all swales and open channels provided
- \_\_\_\_\_ j. Spot shots shown to ensure proper drainage and adequate ADA routing where applicable

\_\_\_\_\_ **7. Drainage Area Map**

- \_\_\_\_\_ a. Existing contours clearly shown for *entire* site and adjacent areas.
- \_\_\_\_\_ b. Drainage areas and sub areas delineated and labeled
- \_\_\_\_\_ c. Flow arrows for surface drainage shown
- \_\_\_\_\_ d. Existing and proposed storm lines shown
- \_\_\_\_\_ e. Inlet designation labels shown
- \_\_\_\_\_ f. Detention pond shown and labeled
- \_\_\_\_\_ g. Drainage easements shown and labeled
- \_\_\_\_\_ h. Zoning indicated for all offsite areas and/or land use assumptions specified
- \_\_\_\_\_ i. Rational Method Peak Runoff Rate Computation Table shown (Q=KCIA)
- \_\_\_\_\_ j. Time of concentration and weighted runoff coefficient calculations shown as needed
- \_\_\_\_\_ k. List the *total* site impervious area (ft<sup>2</sup> of all paving, roof areas, etc.)-*Commercial Projects*

\_\_\_\_\_ **8. Hydraulic Calculations**

- \_\_\_\_\_ a. Street Flow Computation Table provided for all public streets
- \_\_\_\_\_ b. Inlet Interception Computation Table provided for all public inlets
- \_\_\_\_\_ c. Pipe Hydraulics Computation Table provided for all public lines

\_\_\_\_\_ **9. Detention Pond Design & Calculations**

- \_\_\_\_\_ a. Detention pond design calculations shown, method used specified
- \_\_\_\_\_ b. Provide detention pond volume sizing calculations and/or computation table
- \_\_\_\_\_ c. Provide stage-discharge table and/or curve information
- \_\_\_\_\_ d. Provide weir and/or orifice sizing calculations for outfall structure
- \_\_\_\_\_ e. Existing and proposed contours shown and labeled.
- \_\_\_\_\_ f. Cross-section of pond including side slopes, normal pool elevation (if applicable), show 100 year WSE, 25 year WSE, 10 year WSE, and 1 year, 24 hour
- \_\_\_\_\_ g. Detail of pond outfall structure showing all elevations as necessary
- \_\_\_\_\_ h. Trash rack (and detail) provided for smaller orifice openings
- \_\_\_\_\_ i. Overflow spillway location and design information provided
- \_\_\_\_\_ j. Show and label all existing/proposed utilities and easements
- \_\_\_\_\_ k. Access/maintenance ramp provided (max slope 6:1)
- \_\_\_\_\_ l. Maintenance Manual

\_\_\_\_\_ **10. Storm Drain Plan**

Plan Review:

- \_\_\_\_\_ a. Show and label all existing and proposed utilities
- \_\_\_\_\_ b. Dimension location/spacing of utilities
- \_\_\_\_\_ c. Label inlet type, size, paving station, and top of curb elevation at a minimum
- \_\_\_\_\_ d. Label type and size, of existing/proposed structures (i.e. headwalls, manholes/junction boxes)
- \_\_\_\_\_ e. Label type, size and dimensions of all permanent outfall erosion protection
- \_\_\_\_\_ f. Show centerline stationing for pipe with PC and PT stations and curve data
- \_\_\_\_\_ g. Label centerline stations for lateral connections, manhole and junction box locations, pipe size changes, headwalls, and future stub out connections
- \_\_\_\_\_ h. 25 year gutter flows and bypass shown at each inlet along public streets and fire lanes
- \_\_\_\_\_ i. Provide applicable construction details for all drainage structures

Profile View

- \_\_\_\_\_ a. Existing and proposed ground line at centerline of pipe shown and labeled correctly
- \_\_\_\_\_ b. Show all hydraulic data including pipe flow, pipe capacity, hydraulic slope, velocity, velocity head, and partial flow data if under partial flow conditions (velocity and flow depths)
- \_\_\_\_\_ c. Label station and flowline elevation information for all structures, crossings, laterals, etc.
- \_\_\_\_\_ d. Label flowlines at every 50 foot station
- \_\_\_\_\_ e. Indicate length, type/class, slope and size of all storm pipes
- \_\_\_\_\_ f. Show and label 100 year and 25 year HGL, label HGL elevations at all junctions
- \_\_\_\_\_ g. All utility crossings and parallel sewer lines shown in profile

\_\_\_\_\_ **11. Water Plan**

Plan View

- \_\_\_\_\_ a. Show and label all existing and proposed utilities
- \_\_\_\_\_ b. Label size, type and pressure class for all proposed water mains
- \_\_\_\_\_ c. Show location for all water services and meters
- \_\_\_\_\_ d. Show and label all easements
- \_\_\_\_\_ e. Dimension location of all mains, services, meters, and spacing from other utilities
- \_\_\_\_\_ f. Curve data and stationing provided as necessary
- \_\_\_\_\_ g. Show and label all fire hydrants, valves, fittings, FDC locations, and back-flow prevention. Provide detail views where applicable.

Profile View (all water mains 12" and larger, or where a potential conflict may arise)

- \_\_\_\_\_ a. Existing and proposed ground line at centerline of pipe shown and labeled correctly
- \_\_\_\_\_ b. Label station and flowline elevations at 100' intervals, and for all fittings, laterals, and crossings
- \_\_\_\_\_ c. Indicate length, type/class, slope and size of all lines
- \_\_\_\_\_ d. All utility crossings and parallel sewer/storm lines shown in profile
- \_\_\_\_\_ e. Indicate length, type and size of encasement as needed
- \_\_\_\_\_ f. Dimension spacing between all mains and other utilities

\_\_\_\_\_ **12. Sanitary Sewer Plan**

Plan View

- \_\_\_\_\_ a. Show and label all existing and proposed utilities
- \_\_\_\_\_ b. Dimension location of all mains from other utilities
- \_\_\_\_\_ c. Label line name, size, and type of all proposed sanitary sewer lines
- \_\_\_\_\_ d. Stubouts labeled with size, slope, length, and flowline elevations (if not profiled)
- \_\_\_\_\_ e. Show and label all easements
- \_\_\_\_\_ f. Show centerline stationing for sanitary sewer
- \_\_\_\_\_ g. Show and label all manholes with rim elevations, as well as cleanouts
- \_\_\_\_\_ h. Indicate type and size of encasement where needed
- \_\_\_\_\_ i. Show flow direction arrows for sewer main
- \_\_\_\_\_ j. Topographic contours shown to delineate sewer basins

Profile View

- \_\_\_\_\_ a. Profile shown for all mains 8" and larger, or where a potential conflict may arise
- \_\_\_\_\_ b. Existing and proposed ground line at centerline of pipe shown and labeled
- \_\_\_\_\_ c. Label station and flowline elevation information for all manholes, crossings, laterals
- \_\_\_\_\_ d. Label flowlines at every 50 foot station
- \_\_\_\_\_ e. Manhole inflow and outflow elevations to be designed with a minimum of 0.2' drop
- \_\_\_\_\_ f. Indicate the type and diameter for all manholes
- \_\_\_\_\_ g. Indicate length, type/class, slope and size of all sanitary sewer pipes between manholes
- \_\_\_\_\_ h. All utility crossings and parallel storm lines shown in profile
- \_\_\_\_\_ i. Indicate length, type and size of encasement as needed

\_\_\_\_\_ **13. Paving Plan**

Plan View

- \_\_\_\_\_ a. For all new streets, a site specific geotechnical evaluation and pavement design submitted with plans
- \_\_\_\_\_ b. Typical Pavement Section details shown (fire lane, parking areas, streets, subgrade, etc.)
- \_\_\_\_\_ c. For streets, centerline stationing at every 100', PC's, PT's, and curve data labeled
- \_\_\_\_\_ d. Intersection, driveway and island curb radii labeled
- \_\_\_\_\_ e. All sidewalks and barrier free ramps shown, labeled and dimensioned
- \_\_\_\_\_ f. Existing, proposed, future streets and drives shown and labeled
- \_\_\_\_\_ g. Right-of-way corner clips and sight visibility easements provided
- \_\_\_\_\_ h. Storm inlets identified with paving stations and top of curb elevations at center of inlet
- \_\_\_\_\_ i. Drainage clarified by flow arrows at crests, sags, ridges, intersections, and valley gutters
- \_\_\_\_\_ j. Show driveway locations for all lots adjacent to storm inlets
- \_\_\_\_\_ k. For Commercial/Industrial Parking Lots show all parking stall locations, types, counts, and dimensions
- \_\_\_\_\_ l. Ensure all appropriate warnings, signage, and arrows are shown for parking areas to ensure appropriate traffic flow

Profile View

- \_\_\_\_\_ a. Existing ground line for left, right, and center of right-of-way shown

- \_\_\_\_\_ b. Proposed top of curb line shown for all public streets, proposed invert line shown for all alleys
- \_\_\_\_\_ c. Show right and left top of curbs at intersections where split grade occurs
- \_\_\_\_\_ d. Top of curb/pavement elevations labeled at every 50 foot stations
- \_\_\_\_\_ e. Vertical Curve stationing and elevations including PVC, PVI, PVT, crest/sag location, curve length, algebraic grade difference, and “K” values shown at a minimum
- \_\_\_\_\_ f. Street grades shown to the nearest 0.01’. Max. and min. grades per street design manual
- \_\_\_\_\_ g. Show “compacted fill” callout/note for all areas of fill

\_\_\_\_\_ **14. Sidewalk Layout Plan** (*Residential Subdivisions*)

- \_\_\_\_\_ a. Provide a single scalable sheet showing all sidewalks to be installed with the development
- \_\_\_\_\_ b. Distinguish between developer installed sidewalks and homebuilder installed sidewalks
- \_\_\_\_\_ c. Show actual layout locations and sizes of all proposed sidewalks
- \_\_\_\_\_ d. Confirm sidewalk layout and grades meet ADA standards

\_\_\_\_\_ **15. Street Light and Signage Plan** (*Arterial Streets and Residential Subdivisions*)

- \_\_\_\_\_ a. Show all street light locations, consideration should be given to electrical layout from utility company
- \_\_\_\_\_ b. Show all stop signs and traffic related signage locations
- \_\_\_\_\_ c. Street lights located on opposite side of street from stop sign
- \_\_\_\_\_ d. Verification of fire hydrant placement relative to street lights and stop signs (3’ clear area)
- \_\_\_\_\_ e. If symbols used in plan, appropriate legend included for verification

\_\_\_\_\_ **16. Contact Information** (Relevant contact information for all utilities and approval entities)

I \_\_\_\_\_, do hereby attest that all the information above is contained within the submitted documents.

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