

## COMMERCIAL

1. Approved drawings, specifications and accompanying data with Architect or Engineer seal and State number.
2. Plot plan by registered surveyor showing set-backs.
3. Land-Disturbing permit from the City of Hueytown.
4. Sewer: Approval from Jefferson County  
Septic Tank: Approval from Jefferson County Health Department
5. A current City of Hueytown Business License and State of Alabama General Contractor's License.
6. Site plan to include the following:
  - Name and location of the development
  - Name and address of owner
  - Name, address and seal of the Engineer
  - Vicinity map
  - Zoning, existing and proposed land use of the site
7. Site layout to include the following:
  - Property dimensions
  - Rights-of-way and easements
  - Location and dimensions of all building (existing and proposed)
  - Setbacks, driveway access, off-street parking and loading
  - Circulation, screening, buffer yards and landscaping
8. Drainage plan to include the following:
  - Paving, grading, excavation, erosion and sedimentation, storm-water detention and flood plain management controls
9. Letter from Engineer stating that there shall be no adverse effects to adjacent property.
10. Utilities plan including sewage disposal system and water system (public and private)
11. Fire control plan including fire lanes and hydrants (approved by Fire Department)
12. Contract amount of project and any other pertinent information that may be required by the Building Inspector or City Engineer.
13. ADA compliance

**CITY OF HUEYTOWN**

**MINIMUM PLAN REQUIREMENTS FOR  
SUBDIVISION PLANS**

REVIEW NO.: \_\_\_\_\_

DATE: \_\_\_\_\_

The information within this checklist is a minimum for obtaining approval. The plans must contain the following sheets, with the information as stated, in order to be reviewed. Submit plans with appropriate fees, applications, permits, drainage info and non-adverse effects letter.

- \_\_\_\_\_ Residential Stormwater Permit - \$100.00
- \_\_\_\_\_ Commercial Stormwater Permit - \$400.00
- \_\_\_\_\_ All Sheets Stamped With Signature from Authority of Record

**TITLE SHEET**

- \_\_\_\_\_ Project Name and Street Address
- \_\_\_\_\_ Owner/Developer Name, Address, Phone Number (Including Cell and Fax)
- \_\_\_\_\_ Vicinity Map with Location to ¼ / ¼, Section, Township, Range
- \_\_\_\_\_ Engineer's Name, Address, Phone Number (Including Cell and Fax)
- \_\_\_\_\_ Plans on 24" x 36" Sheets Only

**BOUNDARY SURVEY/EXISTING CONDITIONS**

- \_\_\_\_\_ Topographic Tie to USGS Datum – Note Tie Location
- \_\_\_\_\_ Existing Public Roads with Right of Way Width and Paving Width
- \_\_\_\_\_ Utilities – Water, Sewer, Electric Power, Phone, Natural Gas, Other
- \_\_\_\_\_ Easements
- \_\_\_\_\_ Zoning Classification and Zoning of All Adjacent Property
- \_\_\_\_\_ Fire Hydrant Nearest to Proposed Development with Color of Top Noted on Drawing
- \_\_\_\_\_ Drainage Structures (Size and Type)
- \_\_\_\_\_ Property Boundary with Marker and Boundary Tie
- \_\_\_\_\_ Legal Description and Deed Reference
- \_\_\_\_\_ Parcel Identification Number

REVIEW NO.: \_\_\_\_\_

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### **PROPOSED SITE PLAN**

- \_\_\_\_\_ Proposed Use
- \_\_\_\_\_ Property Boundary
- \_\_\_\_\_ Building Location (Existing and Proposed)
- \_\_\_\_\_ Setback Requirements
- \_\_\_\_\_ All Adjacent Buildings Within 50 Feet of Boundary and Use
- \_\_\_\_\_ Street Names, Alleys and Private Roads
- \_\_\_\_\_ Easements
- \_\_\_\_\_ Sight Distance to Public Access
- \_\_\_\_\_ Detailed Parking Lot Plan
- \_\_\_\_\_ Driveways with Width and Locations
- \_\_\_\_\_ Buffer Zones
- \_\_\_\_\_ Variances (Supply Copy if Previously Approved)
- \_\_\_\_\_ Minimum Lot Size / Dimensions
- \_\_\_\_\_ Fire Hydrant Minimum Spacing

### **GRADING AND DRAINAGE PLAN**

- \_\_\_\_\_ Topography Tied to USGS
- \_\_\_\_\_ Existing and Proposed Contours
- \_\_\_\_\_ Maximum 3:1 Grades
- \_\_\_\_\_ Existing and Proposed Drainage Structures
  - Pipes (Headwater – Hydraulic Grade Lines – Q(CFS) – V(FPS))
- \_\_\_\_\_ Design Data Used (25 Year)
- \_\_\_\_\_ Headwater on All Entry Pipes
- \_\_\_\_\_ Inlet D. A., CFS (Maximum 600' Spacing)
- \_\_\_\_\_ Drainage Profiles as Necessary
- \_\_\_\_\_ Flood Prone Areas (Firm Number and Panel)
- \_\_\_\_\_ Drainage Channels – Channel Lining Type – Flow Level Velocity
- \_\_\_\_\_ Outlet Velocities Greater than 5fps Require Energy Dissipation
- \_\_\_\_\_ Drainage Report
- \_\_\_\_\_ Non-Adverse Effects Letter

REVIEW NO.: \_\_\_\_\_

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**ROADS AND STREETS PLAN AND PROFILES**

- \_\_\_\_\_ Name and Location of Existing and Proposed Streets
- \_\_\_\_\_ Minimum ROW Width 50' (50' Radius at Cul-de-sacs) Not stated in Regulations
- \_\_\_\_\_ Plan and Profiles on ALL Proposed Streets
- \_\_\_\_\_ Typical Roadway Sections Including Curb and Gutter (C/G = 1.5' V/G 2.5')
- \_\_\_\_\_ Typical Road Buildup (1-1/2" Binder, 1" Seal, 8" Base)
- \_\_\_\_\_ Complete Horizontal and Vertical Curve Data
- \_\_\_\_\_ Intersections Separation not less than 150'
- \_\_\_\_\_ Cul-de-sac (or Temporary Turnabout at Dead Ends) Minimum Paving Radius 40'
- \_\_\_\_\_ Maximum Grades not Exceeded, Including 50' of 3.0% at Intersections
- \_\_\_\_\_ Block Length 400' – 1600'
- \_\_\_\_\_ Inlet D.A., CFS (Maximum 600' Spacing)

**\*\* Notify Building Superintendent 24 hours Before Any Phase of Operation is Started \*\***

**EROSION CONTROL PLAN – AS SUBMITTED TO ADEM**

- \_\_\_\_\_ Design to Comply With Alabama Handbook of Erosion Control – submitted to Hueytown
- \_\_\_\_\_ Copy of ADEM Permit
- \_\_\_\_\_ Copy of Stormwater Permit from Hueytown

**SANITARY SEWER OR ON-SITE SEWER DISPOSAL SYSTEM**

- \_\_\_\_\_ Approved Plans from Jefferson County Environmental Services or Jefferson County Health Department
- \_\_\_\_\_ Sanitary Sewer Impact Number

**ACCESS PERMIT TO STATE OR COUNTY ROADS**

**ALL PLANS (6 SETS) MUST BE PREPARED BY A REGISTERED ENGINEER, ARCHITECT OR APPROPRIATE PROFESSIONAL IN ACCORDANCE WITH STATE LAW.**

**The engineer must check and sign this form before plans will be accepted for review.**

*I certify that the preceding information is complete and true to the best of my knowledge.*

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**Engineer**

**Date**

*The above information is complete enough to begin the plans review process.*

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**City Engineer's Office**

**Date**