



CITY OF ANNISTON SITE DEVELOPMENT PLAN CHECKLIST

REVISED 10/24/2016

Name of Development (as appears on plans) _____

Street Name(s) of Development (address if known) _____

Calhoun County PPIN(s) (<http://gis.calhouncounty.org/>) _____

Owner's Name _____

Developer (if different from Owner) _____

Design firm(s) with contact person(s) _____

E-mail address(s) for comments distribution _____

General Requirements

- Submit one (1) copy of this completed checklist with four (2) sets of paper plans and a digital set to the Planning and Development Services Dept. Provide comments as necessary on this checklist.
- Plans may be either 18"x24", 22"x34" or 24"x36". Each set of plans shall be bound together. All Civil, Architectural, Mechanical, Plumbing and Electrical plans shall be the same size.
- Developments that require Architectural, Mechanical, Plumbing and Electrical Plans are to be bound together and submitted with the Site Development Plans. Revisions to any of the plans will require a resubmission of all plans. Split-permitting (separate submission/approval of Civil plans from Architectural, Mechanical, Plumbing and Electrical) may be allowed in certain circumstances with prior written permission from the City of Anniston (COA) Engineering Dept. **256-231-7750**.
- PDF of final plans and drainage report (only to be checked by COA Engineering Dept. upon receipt of all satisfied comments). PDF to be submitted by either disc, USB drive or downloadable link.
- Each sheet shall have a north arrow and also have the scale clearly identified (i.e. 1"=10', 20', 30', 40', 50', 60' or N/A for Cover and Detail Sheets; other scales to be approved by COA Engineering Dept.).
- Each sheet shall have a title block with the following at a minimum: the name of development, address or location of development, name of sheet, sheet number (i.e. – 1 of 9), engineer seal, date and revision date(s).
- Site Development Plans shall be sealed in accordance with the Alabama Board of Licensure for Professional Engineers and Land Surveyors.
- A legend identifying the symbols, hatching, line styles, abbreviations, etc. shall appear on at least one sheet.
- If a Subdivision Plat is required, include a copy within the Site Development Plan. Recorded Subdivision Plats are required prior to final approval of the Site Development Plan.
- Include one (1) copy of each report for the development (i.e. geotechnical, environmental, drainage, etc.).

Note: All Site Development Plans shall contain all of the sheets within this checklist at a minimum if the development contains any work pertaining to that sheet (i.e. a Drainage, Grading, Erosion and Sediment Control Plan is required if any grading is planned or if an alteration to an existing drainage structure is being performed). Other sheets such as landscaping, irrigation, photometric, etc. may be required as determined by COA Staff. The Site Development Plan may contain, and may be required to contain, multiple of any of the required sheets to address phasing, development size, complexity, etc. – see COA Engineering Dept. if this is in question prior to initial submittal.

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Cover Sheet Requirements (required if any sheet is submitted for review)

- Information from title block (see General Requirements)
- Owner(s) name, address and phone number
- Developer(s) name, address and phone number
- Engineering firm's name, address and phone number
- Vicinity Map identifying the development showing the adjacent streets and the major streets in the area
- Table with sheet index, including all Architectural, Civil, Mechanical, Plumbing and Electrical drawings
- Note: Any significant changes to the development during construction require resubmission of plans to the Planning and Development Services Dept. Significant changes may include, but are not limited to increasing building/parking footprint, alterations to stormwater control facilities (i.e. detention), entrance modifications or relocation, changes to parking lot configuration, etc. Contact the COA Engineering Dept. if resubmission is in question.
- Table with the following information:

	Pre-construction	Post-construction
Calhoun County PPIN(s)	--	
Total Development Area (acres)*	--	
Impervious Area (acres)**		
Impervious Area (% of entire parcel)***		
Disturbed Area (acres)**	--	
Floodplain Present within Development Parcel(s) (Y/N)****	--	
Zoning	--	

* Area shall include entire parcel(s) in acres to 0.001

** In acres to 0.001.

*** Maximum coverage is 90%.

**** Contact COA Engineering Dept. for requirements associated with building within a floodplain. An approved Permit to Develop in a Special Flood Hazard Area will be required prior to final Site Development Plan approval if a building is proposed within a floodplain.

Survey (contact COA Engineering Dept. if previous survey is to be submitted, prior to official submittal)

- Completed according to Alabama Board of Licensure for Professional Engineers and Land Surveyors
- Legal description and owner
- Datum's, benchmark statement and basis of bearings statement
- The survey is to include all parcel(s) within the proposed development including the COA ROW and any easements.

Demolition Plan (required if any demolition of the items below are performed)

- Show all buildings, trees, pavement, curb and gutter, drainage pipes, drainage structures, etc. to be demolished. Utility demolition to be shown on the Utility Plan.
- Required Notes:
 1. See Planning and Development Services for Demolition Permit prior to commencement of demolition activities.
 2. The demolition site IS / IS NOT (select one) located within a local historic district (see Zoning Map).
 3. The building to be demolished IS / IS NOT (select one) listed on the National Register of Historic Places.
 4. Burning of brush may be permitted with a Burn Permit, secured from the Fire Dept. prior to starting construction. Contact the Fire Marshall at 256-231-7650 for permit.
 5. No burning of existing buildings unless a pre-demolition survey has been completed showing no asbestos or other environmental issues.
 6. A NESHAP 10 day notice (ADEM Form 496) shall be submitted to ADEM prior to building demolition.

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Site Plan (dimensions required on all components)

- The boundary line of the development must be shown in a heavy solid line. Show all existing and proposed easements.
- Building setback lines
- Incorporation of all zoning and character area requirements (see Zoning Ordinance – 2016), including signage location and dimensions
- Existing and proposed building locations. Include a phasing plan if applicable. All accessory structures must be shown.
- Dumpster location (with required enclosure), fences and retaining walls. Retaining walls at or over 4' (measured from top of footing) require an engineered design. Show fence and enclosure height, length, color and materials.
- Show adjacent streets, street names, ROW, ROW width, curb and gutter, sidewalks, loading facilities, bicycle and pedestrian facilities, bicycle racks, all amenities, etc.
- Note on Site Plan: Proposed drives, utility cuts, sidewalk alterations, curb and gutter alterations require a Curb Cut Permit prior to construction – obtained from the Public Works Dept. (256-231-7742),
- Existing and proposed parking spaces. Dimensioned parking space layout including typical space dimensions, parking angle, aisle dimension, radii, traffic routing arrows, drive thru lanes, etc. Indicate parking bumper, traffic signs, curb and gutter, valley gutter, flumes, steps, etc. Include all pavement dimensions.
- Show all accessible parking spaces, accessible signage, ramps, accessible routes, etc. Provide accessible and standard parking calculations (see Zoning Ordinance for standard space requirements).
- Landscaped areas and planting types

Drainage, Grading, Erosion and Sediment Control Plan (separate sheets are allowed and may be required dependent upon the size and complexity of the development)

- Property lines and easements. The boundary line of the development must be shown in a heavy solid line. Show all existing and proposed easements.
- Existing and proposed building locations
- Existing and proposed contours on one (1) foot intervals. Existing contours to extend a minimum of 100' outside the property lines of the development (exceptions may be granted by City Engineer). Existing and proposed contours shall have contour labels. Proposed contours shall appear bold in comparison to the existing contours.
- Label all uniform slopes. Slopes steeper than 3H:1V and over five (5) feet tall require a geotechnical evaluation.
- Flow arrows and spot elevations to show positive drainage and ADA compliance. Spot elevations are required at the corners of the accessible parking spaces.
- Finished floor elevations (FFE's) of existing and proposed structures, variations in first level FFE's, etc.
- Location and boundary of 100 year floodplain and any floodways. Flood Damage Prevention Ordinance: https://www.municode.com/library/al/anniston/codes/code_of_ordinances?nodeId=CO_CH11_1-2FLDAPR
- Show and label existing wetlands, streams, ponds, drainage ditches, etc.
- Storm sewer pipe/culvert size, material slope, inverts, etc. Drainage inlet type, invert(s), top elevation, etc. Note: no corrugated metal pipe is allowed on COA ROW or easements.
- The peak runoff rate from the development shall not exceed the pre-construction rate for the 2, 5, 10, 25 and 50 year events. Pre and post-construction runoff calculations are required in a separate drainage report containing the name of the development, methodology, pre/post basin descriptions (maps preferred), table with all pre/post runoff summary calculations, pond storage and results. Stormwater Management Ordinance: https://www.municode.com/library/al/anniston/codes/code_of_ordinances?nodeId=CO_CH29_1-2STMA
- Detention ponds with drainage basins less than 20 acres shall have a maximum dam height of 7 feet, an emergency spillway designed for the 100 yr – 24 hr design storm and have 0.5 feet minimum of freeboard from the maximum water elevation. Detention ponds with drainage basins in between 20 and 50 acres shall have a maximum dam

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height of 15 feet, an emergency spillway designed for the 100 yr – 24 hr design storm and have 1.0 feet minimum of freeboard from the maximum water elevation.

- A Maintenance Agreement with a legal description is required for all stormwater control facilities (i.e. detention ponds, pervious pavement, infiltration swales, etc.) See COA Engineering Dept. for Maintenance Agreement.
 - Stormwater management, erosion and sediment control measures shall be designed in accordance with the latest edition of the Alabama Handbook for Erosion Control, Sediment Control and Stormwater Management:
 - Land Disturbance Permits (LDP's) are required for developments where land disturbance activities with a total land disturbance of greater than or equal to one (1) acre and activities that disturb less than one (1) acres, but are part of a larger common plan of development or sale that would disturb one (1) acre or more. LDP's are required for all disturbance within the area zoned Urban Center 1 or a special flood hazard area. LDP's are required in addition to ADEM permit requirements. LDP's are \$25 and can be obtained from the COA Engineering Dept. (256-231-7750).
 - Construction exit pad 6" thick, 50' long and a minimum of 18' wide with ALDOT No. 1 coarse aggregate.
 - Consultant specific Best Management Practice Erosion and Sediment Control Notes
 - Required Notes:
 1. The Contractor shall notify the COA Engineering Dept. (256-231-7750) 10 working days in advance of any land disturbance activity.
 2. All projects with any land disturbance activities are subject to the inspection of the COA Engineering Dept. by a Qualified Credentialed Inspector (QCI).
 3. Any violation to COA Stormwater Ordinance is subject to a \$50-\$500 penalty per day per violation, in addition to any penalties imposed by ADEM or EPA.
 4. Stormwater control measures (for detention ponds, pervious pavement, infiltration swales, etc.) are subject to the perpetual periodic inspection by the COA. If the stormwater control measures are not found to be maintained according to the Alabama Erosion & Sediment Control Handbook, the COA may perform maintenance and bill the property owner accordingly.
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Utility Plan

- Location and size of all existing and proposed underground utility lines (gas, water, sewer, electrical, phone, cable, etc.) including meter and valve locations, backflow prevention, utility vaults fire mains, grease traps, septic tanks and disposal fields, etc. where applicable.
 - Location of existing fire hydrants within 500' from the property boundary.
 - On-site fire hydrants provided where the structure is located more than 400' from an existing fire hydrant. Fire hydrant largest diameter outlet shall face the most major roadway. Lowest outlet to be 18 inches min. above grade. Hydrants located in parking lots that are subject to damage are to be protected by bollards.
 - Water mains serving fire hydrants are to be six (6) inches or larger in diameter.
 - Show Fire Dept. Connection (FDC) for buildings with sprinkler systems. Indicate if each building will have a fire sprinkler system.
 - Show Fire Dept. access roads if required. See Fire Marshall for specifications.
 - Show knox box or knox padlock locations, if required.
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Details (show the following details, at a minimum, that are applicable to the development)

- Sign dimensions, square footage lighting and general design
- Pavement buildup, sidewalk, fire hydrant, bollards, handrails, accessible signage and ramps
- Retaining wall design, inlets, pipe embedment, curb and gutter, valley gutter and flumes
- Silt fence, construction exit pad, rip-rap, rock check dam and other BMP's