

# **DEVELOPMENT PLAN GUIDELINES AND CHECKLIST**

*(This sheet must be completed and submitted with the application)*

The following information will be required on all development plans submitted to the City of Montgomery's Planning Controls Division. Unless otherwise requested, we only require Civil Plans for our review.

- Eight (8) sets of Civil Plans.
- Completed application and checklist, and a \$50.00 fee (made payable to City of Montgomery).
- Landscape plan.
- If the subject property is unplatted, or will require a replat, a plat and applicable fees will be submitted along with the development plan.

***Location of Development:*** \_\_\_\_\_

## **Development Plan Requirements**

The following information will be required to be on the face of the development plan.

- All plans to be drawn to scale (scale noted), to include vicinity sketch, and north arrow.
- All existing and proposed property lines will be shown and dimensioned.
- All existing structures (to include pools, accessory structures, mail facilities, dumpster pad, screening/fencing, etc.) and proposed structures will be shown with square footages, type of construction, and distances from all property lines.
- All existing/proposed signage with dimensions to property lines and height of sign.
- All existing/proposed easements.
- Existing and proposed fire hydrants and sprinkler connections.
- Existing and proposed water and sewer line location and sizes to include meter type and backflow form. (Additional plans may be required by the Water & Sewer Board).
- All existing and proposed access drives, width and radii to be indicated. Standard City detail required. Typical turn lane detail, if applicable.
- Names and right-of-way widths of existing and/or proposed streets abutting property.
- All existing and/or proposed parking spaces to include aisle widths and typical space dimensions.
- All existing and/or proposed handicap parking spaces, signage and ramps.
- If property is located within a flood zone, the base flood elevation and finished floor elevation (minimum of 2 ft. above base flood elevation) will be shown. Additional drainage plans may be required by City Engineering.
- City Engineering Department notes.

All development plans submitted will be reviewed by the Planning Controls Division, Engineering Department, Traffic Engineering Department, Fire Department, Montgomery Water and Sewer Board and Alabama Department of Transportation if applicable. **Any plans not meeting all the requirements cannot be processed.**

Any developments requiring any type of variance will be submitted and heard by the Board of Adjustment prior to the development plan being reviewed.

## **Revised Development Plans**

Eight (8) sets of revised plans will be submitted to the Planning Controls Division. The revised plans must reflect all department comments (NPDES and/or ALDOT permits as required) to be processed for permitting. **Any revised plans submitted incomplete cannot be processed.**

## **FINAL LANDSCAPE PLAN CHECKLIST**

The following information will be required on all landscape plans submitted to the City of Montgomery's Urban Forester.

- A completed checklist
- Certification from the architect, landscape architect, engineer, surveyor of record, horticulture professional, or landscape contractor
- Landscape plan is to be drawn to the same scale as the development plan

### **Landscape Plan Requirements**

- A title block (include name and address of firm preparing plan with date and/or revision dates)
- Scale, north arrow, vicinity map
- Boundaries of subject property, streets and easements
- Required number of parking spaces and proposed number of parking spaces
- Location and name of utility lines, easements or right-of-ways on or adjacent to the site (if there are no utilities, please note on plan.)
- Installation detail
- A planting schedule (listing plant materials by botanical name, common name and cultivar, if any, quantity of materials, size of materials at planting, plant spacing, and existing trees approved for use)

### **Landscaping Requirements**

- 8 foot landscape buffer adjacent to public streets
- 4 foot landscape buffer adjacent to parcel lines
- Shrubs forming an evergreen screen adjacent to public streets
- Canopy trees on 40 to 50 ft. centers, or understory trees on 20 to 30 ft. centers where overhead utilities conflict; minimum 2 tree species
- One landscape island (250 sq. ft. minimum) for every 12 spaces
- Shrubbery provided in all landscape buffers and islands
- Each parking space must be within 60 ft. of a tree

Landscaping/Parking Note: Each landscape island may count as 2 parking spaces to fulfill parking requirements, and each tree in landscape buffer may count as 1 parking space to fulfill parking requirements.

Existing trees may be used to meet landscaping requirements if approved by the Urban Forester.

***ALL LANDSCAPE PLANS SUBMITTED WILL BE REVIEWED BY THE URBAN FORESTER.  
ANY PLANS NOT MEETING ALL THE REQUIREMENTS CANNOT BE PROCESSED.***

**DEVELOPMENT PLAN APPLICATION**  
**CITY OF MONTGOMERY, ALABAMA**  
**Planning Controls Division**  
**25 Washington Ave., 4<sup>th</sup> Floor, Montgomery, AL 36104**  
**P: (334)625-2722 - F: (334)625-2017**

(OFFICE USE)

**FILE NO.** \_\_\_\_\_ **ZONE** \_\_\_\_\_ **PLAT SHEET** \_\_\_\_\_ **HEARING DATE** \_\_\_\_\_

**PROJECT LOCATION** \_\_\_\_\_ **BUSINESS NAME** \_\_\_\_\_

**OWNER** \_\_\_\_\_ **INTENDED USE OF BLDG** \_\_\_\_\_

**LEGAL DESCRIPTION** \_\_\_\_\_

**APPLICANT** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP CODE** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **FAX** \_\_\_\_\_

	<b><u>OFFICE USE</u></b>			<b><u>OFFICE USE</u></b>	
<b>PROJECT—SETBACK</b>	<b>Ord</b>	<b>/</b>	<b>Var. Rq.</b>	<b>COVERAGE</b>	<b>Ord / Var. Rq.</b>
Front _____	_____	/	_____	Lot size _____ SqFt	_____ / _____
Rear _____	_____	/	_____	Ex Bldg 1 <sup>st</sup> Fl _____ SqFt	_____ / _____
L Side _____	_____	/	_____	New Const 1 <sup>st</sup> Fl _____ SqFt	_____ / _____
R Side _____	_____	/	_____	Canopy _____ SqFt	_____ / _____
Canopy _____	_____	/	_____	Total _____ SqFt	_____ / _____
Pump Island _____	_____	/	_____	% of lot Coverage _____ %	_____ / _____
Sign _____	_____	/	_____		
<b>ELEVATION/HEIGHT</b>	<b>MSL</b>			<b>PARKING</b>	
Fin. Fl. Elev. _____	_____	/	_____	Ex Bldg Area _____ SqFt	_____ / _____
No. of Stories _____	_____	/	_____	New Const All Fl _____ SqFt	_____ / _____
Bldg(s) Height _____	_____	/	_____	Other _____ SqFt	_____ / _____
				Total Bldg Area _____ SqFt	_____ / _____
				No. of Spaces _____	_____ / _____
				-Paved _____ -Gravel _____	

**COMMENTS:** \_\_\_\_\_

**CERTIFICATION:** I the Applicant hereby understand that in order for this application to be processed all of the above items must be CLEARLY SHOWN AND IDENTIFIED on the site plan, and must be drawn to scale. I further state that if this request is approved, I will proceed with construction in accordance with plans submitted and under the conditions as stated by the Planning Commission and all City Departments or agencies.

\_\_\_\_\_  
**RECEIPT NO.** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## **DEVELOPMENT PLAN CONTACT FOR EACH DEPARTMENT**

Planning Controls	James Center 25 Washington Ave., 4 <sup>th</sup> Floor Montgomery, AL 36104 334.625.2722
Engineering Department	Ricky Guy or Greg Mosley 25 Washington Ave., 2 <sup>nd</sup> Floor Montgomery, AL 36104 334.625.2690
Traffic Engineering	Bruce Taunton 934 N. Ripley St. Montgomery, AL 36104 334.625.2910
Fire Department	Capt. Alston 19 Madison Ave. Montgomery, AL 36104 334.625.2916
Water Works & Sanitary Sewer Board	Keverly Daniel 22 Bibb St. Montgomery, AL 36104 334.206.1628
Urban Forester	Russell Stringer 25 Washington Ave., 4 <sup>th</sup> Floor Montgomery, AL 36104 334.625.2740
Alabama Department of Transportation	Edward Kelly Sixth Division 608 Chisholm St. Montgomery, AL 36110 334.242.6572
Montgomery County Health Department Division of Environmental Health	Paula Pratt or Lee Salter 3060 Mobile Hwy. Montgomery, AL 36108 334.293.6452

## **FIRE DEPARTMENT DEVELOPMENT PLAN REQUIREMENTS**

Please provide the following information on Development Plans

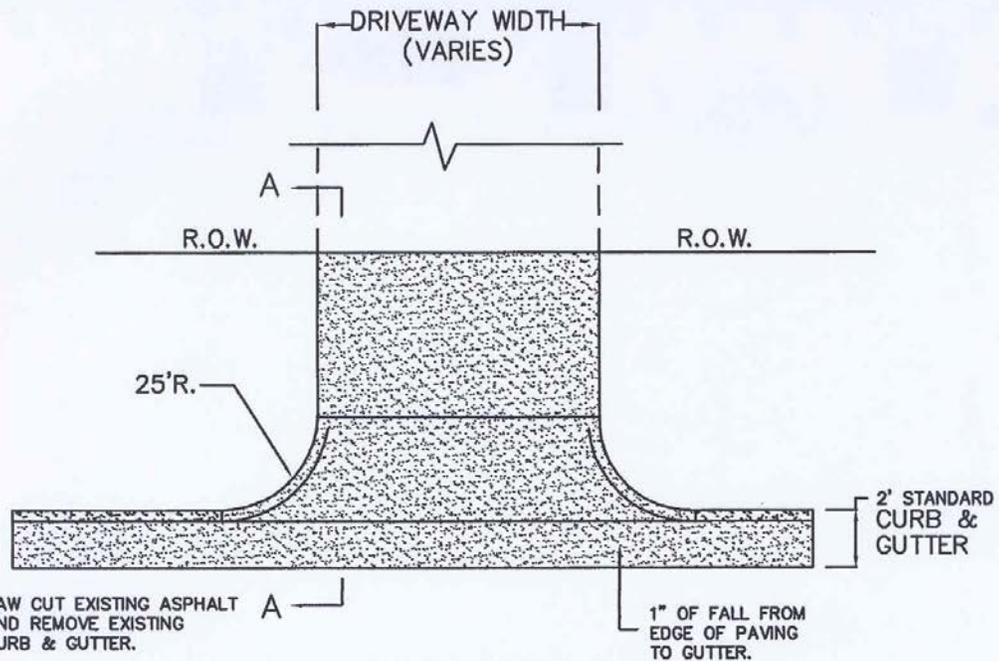
1. Square footage of proposed building.
2. Type of construction.
3. Type of occupancy - what the building will be used for.
4. Number of floors.
5. Distance from property line.
6. Location of existing and/or proposed fire hydrants.
7. Size of existing and/or proposed water mains.

**CITY ENGINEERING DEPARTMENT  
DEVELOPMENT PLAN COMMENTS**

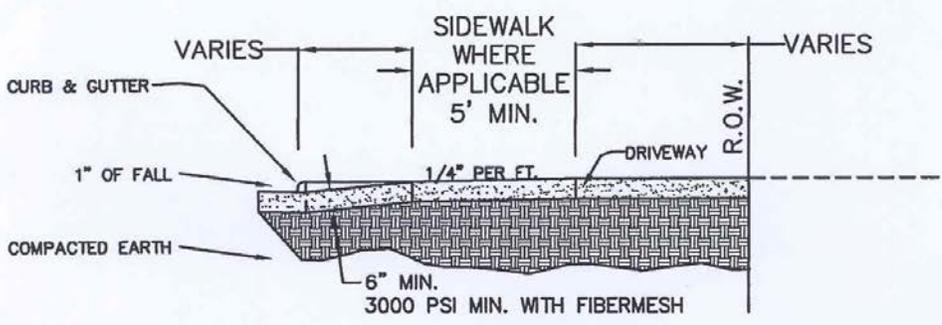
*(Please include the following notes on development plans)*

**1. BEFORE WORKING BEGINS WITHIN RIGHT-OF-WAY (ROW), CONTACT A CITY ENGINEERING CHIEF INSPECTOR 625-2803 OR 354-6181.**

2. All utility connections made within existing City streets must be bored unless otherwise determined by City Maintenance Department at 241-2880 or 850-3727.
3. Any street cuts require a City Standard pavement patch and 50 ft. long, full street width asphalt overlay.
4. Before any street cuts, contact Donald Thomas with City Maintenance at 241-2880 or 850-3727.
5. Direct all stormwater, including roof drains to street ROW or to drainage easement.
6. Contractor is responsible for installing and maintaining adequate erosion/sedimentation control during all phases of construction.
7. Contractor is responsible for keeping mud and debris off City streets and ROW. Clean up is required daily.
8. Contractor is responsible for the replacement of sidewalk and/or curb and gutter damaged during construction.
9. Any changes or revisions made to site plans must be submitted for approval.
10. All areas of ROW that are disturbed during construction shall be replaced with sod, asphalt, or concrete, whichever Engineering Department deems necessary.
11. Convert all grate inlets to "S" type inlets.
12. All existing granite curbs adjacent to the property shall be removed and replaced with 24" combination curb and gutter. The new curb line shall match the existing curb line. All asphalt adjacent to the proposed curb and gutter shall be saw cut the full depth of the asphalt to provide a clean edge. Should the asphalt be torn or a rough edge created the contractor shall be required to overlay the full street width at his own expense. This determination shall be made by the City Engineering Department.
13. Provide handicap ramps at all sidewalk and driveway intersections.



**PLAN VIEW**  
NO SCALE



**SECTION A-A**

9.1

**STANDARD COMMERCIAL CONCRETE**

**DRIVE TURN OUT**

NO SCALE

APPROVED  
CITY ENGINEERING

DATE: William to Morris  
BY: 11/14/03

PREPARED BY THE  
CITY OF MONTGOMERY  
ENGINEERING DEPARTMENT  
**COMMERCIAL TURNOUT**  
12.19.00

# **TRAFFIC ENGINEERING**

## **DESIGN CRITERIA FOR DEVELOPMENT PLANS**

### **I. VICINITY MAPS**

All development plans, in order to be accepted by this department, must include a vicinity map of the project location and surrounding area.

### **II. DRIVEWAY SPECIFICATIONS**

#### A. Residential:

1. Single Driveway Widths:  
8 ft. Minimum to 15 ft. Maximum, except within apron.
2. Double Driveway Widths:  
22 ft. Maximum, except within apron.

#### B. Industrial or Commercial:

1. One-way Drive Widths:  
20 ft. Minimum.
2. Two-way Drive Widths:  
25 ft. Minimum to 40 ft. Maximum, except within apron.

*\*\*No more than two driveways may be placed on any street bordering project\*\**

### **III. TURNING RADII FOR DRIVEWAYS**

#### A. Residential:

1. Homes: 5 ft.
2. Condominiums, Townhouses: 15 ft.

#### B. Industrial or Commercial:

1. Minimum Radius: 25 ft.
2. Heavy Truck Traffic: 45 ft. Minimum

### **IV. PARKING LOT SPECIFICATIONS**

#### A. Specifications for 45°, 60°, and 90° Spaces:

1. Minimum stall width: 9 ft.
2. Minimum stall depth: 18 ft.
3. Minimum aisle widths:
  - a. 90° spaces: 24 ft.
  - b. 60° spaces: 18 ft.
  - c. 45° spaces: 14 ft.

#### B. Specifications for Parallel Spaces:

1. Minimum width: 8 ft.
2. Minimum length: 20 ft.

#### C. Truck Loading Zones:

1. Minimum width: 12 ft.
2. Minimum length: 45 ft.
3. Must have 14-½ ft. clearance.

## V. ROAD DESIGN

### A. Street Widths:

- |                     |                     |     |                |
|---------------------|---------------------|-----|----------------|
| 1. Arterial:        | 49 ft. back-to-back | ROW | 80 ft. minimum |
| 2. Collector:       | 41 ft. back-to-back | ROW | 80 ft. minimum |
| 3. Minor Collector: | 35 ft. back-to-back | ROW | 54 ft. minimum |
| 4. Minor:           | 28 ft. back-to-back | ROW | 40 ft. minimum |

### B. Sight Distance:

1. A grade of less than 3% must be maintained within 75 ft. of intersection for sight distance.
2. Signs: No sign shall be installed on development that will obstruct the view of motorists between the heights of 3 ft. and 15 ft.

### C. Intersection Offsets:

Centerline offsets of less than 125 ft. will be avoided.

### D. Dead End Streets:

Dead end streets shall not be longer than 600 ft. and shall be provided with a turnaround at the closed end with a street right-of-way diameter of minimum 100 ft. and an outside diameter of 80 ft.

## VI. DECELERATION LANES

All deceleration lanes, which are required by this Department, shall be 12 ft. wide, excluding curb and gutter, except for Bell Road, which shall be 18 ft. wide, excluding curb and gutter.

## HANDICAPPED PARKING AND SIGNAGE

A sign is needed to alert van users to the presence of the wider aisle, but the space is not intended to be restricted only to vans.

“Universal” Parking Space Design: An alternative to the provision of a percentage of spaces with a wide aisle, and the associated need to include additional signage, is the use of what has been called the “universal” parking space design. Under the design, ALL accessible spaces are 132 in. (3350mm) wide with a 60 in. (1525mm) access aisle: SEE BELOW

