

Chapter 64 Unified Development Code

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DRAFT – FOR DISCUSSION ONLY (1/11/19)

Article XII Submittal Requirements



Purpose: This Article establishes the information that applicants must provide to process an application or decision required by this Chapter, including a checklist of information and fees.

Sec. 64-191 Applicability

A. Generally

This Article establishes the information that applications must include in order to be considered complete for review under Article VI.

B. Definitions

Concept Plan	A generalized plan showing proposed location of different components of the proposed development. The plan includes the location of proposed uses, landscape areas and buffers, pedestrian and vehicle circulation, site access, and the relationship of the proposed development to the surrounding area. The plan should also include acreage for each proposed use area, density of proposed development, proposed number of units or commercial square footage, and proposed uses and square footages per use.
Development Standards	Improvements required in conjunction with development or redevelopment in the City (⇔ refer to Article IV). Also includes zoning district standards (⇔ refer to Article II) and regulations for specific uses (⇔ refer to Article V).
Project Description	The proposal for development which would include/illustrate quantitative information that could also be represented on a concept or site plan, including time frame for development, hours of operation, and the future location of easements which may be required for site access, drainage, or utilities.
Site Plan	A specific plan, drawn to scale, depicting development of the site to include property lines, streets, buildings, landscape areas, parking, drives, easements, loading docks, free-standing sign locations, detention and common areas, and all other site improvements associated with the development of the property.
Building Plan	A specific plan, drawn to a standard architectural scale, detailed sufficiently to illustrate the height and area of the building(s); floor plans and Occupant load(s); Elevations, Materials, and Architectural Details; and any other information necessary to document compliance with the provisions of this Chapter.
Tree and Landscape Plan	A specific plan, drawn to scale, depicting existing trees and other vegetation to be retained on the site; existing trees to be removed; location, size, quantity, and species of vegetation to be planted; and other information necessary to determine compliance with this Chapter, as specified in Article XII, Sec. 64-193.

Sec. 64-192 Application Documentation

Application documentation must include the following information which is needed for staff analysis and Planning Commission evaluation:

1. Project Description;
2. The applicant's name(s), mailing addresses, telephone numbers, and email addresses. Business name(s), if applicable, are also required;

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3. The owner's name(s), mailing addresses, telephone numbers, and email addresses. Business name(s), if applicable, are also required;
4. The design professional's name(s), mailing addresses, telephone numbers, and email addresses. Business name(s), if applicable, are also required;
5. Notification list with the names a complete addresses of owners of property lying within 300 feet of the property, as shown by the latest assessment records of the Mobile County Revenue Commissioner's Office. However, ALL property ownership information provided for notification MUST be verified through the Probate Court records. Each name and address must TYPED on a standard size (1" x 2 5/8") white self-adhesive label. This list must include one (1) label with the APPLICANT'S name and address, and one (1) label with the Owner's name and address (if the applicant and owner differ). If an electronic submission is used, the complete notification list, with the applicant and owner's name and address must be submitted in a proper format for Avery 5160 or a standard format for 30 labels per page as approved by the Director;
6. A complete legal description of the property encompassed by the application. If an existing lot of record, or proposed lot of record contains multiple zoning districts, the legal description shall encompass the entirety of the property to be rezoned to a single zoning district;
7. List of all tax parcels included in the legal description;
8. Address and / or brief description of property location;
9. Existing zoning districts and proposed zoning district (for rezoning only); and
10. The locations, species and DBH of existing heritage trees and heritage live oak trees indicating those to be retained, and those heritage live oak trees to be removed, and whether they are to be counted as part of the landscaping requirements. An indication of how healthy existing trees proposed to be retained will be protected during construction. The location and dimensions of the proposed landscape areas within the parking area(s) including a description and location of new trees and plant materials to be placed within the landscape area.

B. Traffic Impact Studies (TIS)

The Traffic Engineer shall prescribe the requirements and contents of traffic impact studies.

Sec. 64-193 Plans

All plans shall be submitted in a format approved by the Director.

A. Concept Plan

A concept plan must include the following elements unless otherwise exempted by the Director.

1. Property boundaries, drawn to a standard engineering scale;
2. Proposed pedestrian and vehicular circulation, including site access, and connectivity to with the surrounding area(s);
3. Proposed development areas with maximum heights and square footage for commercial or mixed use structures, development acreage by use area, and number of dwelling units per use area;
 - (a) Residential

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- (b) Commercial
- (c) Mixed Use
- (d) Industrial
- (e) Civic Space
- (f) Conservation Areas
- (g) Other Common Areas, including landscape areas and buffers

4. Parking Areas-estimated number of parking spaces per land use area; and
5. Phasing Plan.

B. Site Plan

A site plan must include the following elements unless otherwise exempted by the Director.

1. Drawn to a standard engineering or architectural scale;
2. Property lines, with dimensions, including overall property size in square feet;
3. Building(s) footprint(s), including number of stories and the maximum overall height, with square footage for commercial or mixed use structures , development acreage by use area or building, and number of dwelling units per use area or building;
4. Sidewalks;
5. Streets, driveways and parking, including accessible parking spaces, and loading facilities;
6. Landscape areas, including size(s) and specie(s) of tree(s) to be preserved;
7. All easements (existing and proposed);
8. Detention and Common Areas;
9. Dumpster location(s);
10. Fences, buffers and walls;
11. Ground based mechanical equipment;
12. Free-standing sign locations (existing and proposed); and
13. Any other hardscape site improvements not listed above.

C. Building Plans

A building plan must include the following elements unless otherwise exempted by the Director.

1. Drawn to a standard architectural scale, detailed sufficiently to illustrate the following:
 - (a) Height and area of building(s);
 - (b) Floor plans and Occupant load(s);

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(c) Elevations, Materials, and Architectural Details; and

(d) Any other information necessary to document compliance with the provisions of this Chapter.

D. Tree and Landscape Plans

The landscape plan shall be drawn at the same scale and be provided in the same number of copies as the site plan, and shall contain the following information:

1. The date, scale north arrow, title, and name of owner;
2. The approximate location of existing boundary lines and dimensions of the building site;
3. The location, species, and size of existing trees and other vegetation that the applicant proposes to remain on the site and have made a part of the landscape development;
4. The approximate center line of existing watercourses; the approximate location of significant drainage features; and the location and size of existing and proposed streets and alleys, existing and proposed utility easements on or adjacent to the building site, and existing and proposed sidewalks adjacent to streets;
5. The location and size of proposed landscaped areas, in square feet;
6. The location, number, size, and name of proposed landscape material;
7. Statistics verifying the minimum percentage of landscaping required under this section will be met;
8. The locations, species and DBH of existing heritage trees and heritage live oak trees indicating those to be retained, and those heritage live oak trees to be removed, and whether they are to be counted as part of the landscaping requirements. An indication of how healthy existing trees proposed to be retained will be protected during construction. The location and dimensions of the proposed landscape areas within the parking area(s) including a description and location of new trees and plant materials to be placed within the landscape area;
9. The location and dimensions of existing and proposed of freestanding signs, parking areas, fences, walls, dumpsters, HVAC and similar equipment, and above ground power lines;
10. An indication, using written or graphic information, of how the applicant plans to protect existing trees and other vegetation, which are proposed to be retained, from damage during construction;
11. The proposed irrigation type and design;
12. Certification that the landscape plan has been prepared by a registered landscape architect, registered landscape designer, registered architect, or professional engineer, and that it satisfies all purposes, objectives and requirements of this section; and
13. Placement of the following statement on the plan: the owner agrees to comply with the Tree and Landscape requirements of Chapter 64 of the City Code, and acknowledges this requirement and maintaining compliance thereof, via this signature below. In lieu of this statement and signature, an affidavit confirming the same, may be provided.

Sec. 64-194 Rezoning

A. Required Applications

1. If more than one application is required to be heard by the Planning Commission, the applications should be filed concurrently.
2. A separate rezoning application is required for each zoning district requested.

B. Information Required

1. This section establishes the information that applications must include in order to be considered complete.
 - (a) Application Documentation as stipulated in Article XII, Sec. 64-192;
 - (b) Minimum of a Concept Plan as outlined in Article XII, Sec. 64-193 A., or due to the complexity of the proposed project, or at the Planning Commission's request, a site plan as stipulated in Article XII, Sec. 64-193 B. may be required;
 - (c) Justification for Rezoning as required in Article VI, Sec. 64-107; and
 - (d) If a Neighborhood meeting is required (Article VI, Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a) - (i)).

C. Traffic Impact Studies (TIS)

The Traffic Engineer shall prescribe the requirements and contents of traffic impact studies.

Sec. 64-195 Planned Developments

A. Information Required

This section establishes the information that Planned Development applications must include in order to be considered complete.

1. Application Documentation as stipulated in Article XII, Sec. 64-192;
2. Submission of all Dimensional and Design Standards as stipulated in Article II, Sec. 64-29 D.;
3. Minimum of a Concept Plan as outlined in Article XII, Sec. 64-193 A., or due to the complexity of the proposed project, or at the Planning Commission's request, a site plan as stipulated in Article XII, Sec. 64-193 B. may be required;
4. Justification for the Planned Development, illustrating how the project cannot feasibly comply with the standards in any of the other zoning districts;
5. Detailed narrative of how the design and dimensional standards and concept plan, illustrate a high degree of design quality or fulfillment of an important public purpose(s); and
6. If a Neighborhood meeting is required (Article VI, Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a) - (i)).

Article XII Submittal Requirements |Sec. 64-196 Conditional Uses

B. Traffic Impact Studies (TIS)

The Traffic Engineer shall prescribe the requirements and contents of traffic impact studies.

Sec. 64-196 Conditional Uses

A. Concurrent Applications

If more than one application is required to be heard by the Planning Commission, the applications should be filed concurrently.

B. Information Required

This section establishes the information that Conditional Use applications must include in order to be considered complete.

1. Application Documentation as stipulated in Article XII, Sec. 64-192;
2. A site plan as stipulated in Article XII, Sec. 64-193 B.;
3. A building plan as stipulated in Article XII, Sec. 64-193 C.;
4. Provision of detailed justifications and documentation of compliance with Approval Criteria for Conditional Uses as required in Article VI, Sec. 64-108; and
5. If a Neighborhood meeting is required (Article VI, Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a) - (i)).

C. Traffic Impact Studies (TIS)

The Traffic Engineer shall prescribe the requirements and contents of traffic impact studies.

Sec. 64-197 Zoning Variances and Appeals

A. Information Required for Use Variance

This section establishes the information that a Use Variance application must include in order to be considered complete.

1. Application Documentation as stipulated in Article XII, Sec. 64-192;
2. A site plan as stipulated in Article XII, Sec. 64-193 B.;
3. A building plan as stipulated in Article XII, Sec. 64-193 C., unless otherwise waived by the Director;
4. A detailed description of the proposed use, including activity (identify operations which involve use of equipment or machinery which will generate excessive noise, odors, or air pollution, as well as excessive traffic), days and hours of operation, number of employees, number of customers per day, gross square footage, and parking requirements;
5. Statements and supporting evidence explaining why the property cannot be used in compliance with the Zoning Regulations, how this situation occurred, how this property is different from neighboring properties and how the applicant proposes to eliminate any negative impacts on surrounding properties; and

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6. If a Neighborhood Meeting is required (Article VI Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a)-(i)).

B. Information Required for Bulk or Site Variance

This section establishes the information that a Bulk or Site Variance application must include in order to be considered complete.

1. Application Documentation as stipulated in Sec. 64-192;
2. A site plan as stipulated in Article XII, Sec. 64-193 B;
3. A building plan as stipulated in Article XII, Sec. 64-193 C., unless otherwise waived by the Director;
4. A detailed description of the proposed improvements, including specific information regarding the requested variance (e.g. setbacks and yards required and provided, site coverage allowed and provided, parking spaces required and provided, and similar improvements;
5. Statements and supporting evidence explaining why the property cannot be developed in compliance with the Zoning Regulations, how this situation occurred, and how this property is different from neighboring properties; and
6. If a Neighborhood Meeting is required (Article VI Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a)-(i)).

C. Information Required for Administrative Appeal

This section establishes the information that an Administrative Appeal application must include in order to be considered complete.

1. Application Documentation as stipulated in Article XII, Sec. 64-192;
2. A site plan as stipulated in Article XII, Sec. 64-193 B.;
3. A building plan as stipulated in Article XII, Sec. 64-193 C., unless otherwise waived by the Director;
4. A detailed description of how the action appealed from is in error and differs from the requirements of this Chapter or Alabama or federal law, and supporting facts and evidence; and
5. If a Neighborhood Meeting is required (Article VI Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a)-(i)).

D. Information Required for Sign Variance

This section establishes the information that a Sign Variance application must include in order to be considered complete.

1. Application Documentation as stipulated in Article XII, Sec. 64-192;
2. A site plan including the following information:

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- (a) Drawn to a standard engineering or architectural scale;
 - (b) Property lines, with dimensions;
 - (c) Building(s) footprint(s), with existing and proposed building signs, including the location, height and size of all building signs;
 - (d) Streets, parking areas and drives;
 - (e) All existing trees or landscape items impacting a proposed sign;
 - (f) All easements (existing and proposed); and
 - (g) Free-standing sign locations (existing and proposed).
3. If a Neighborhood Meeting is required (Article VI Sec. 64-106), the submission of all documentation listed in the Statement of Neighborhood Meeting (Article VI, Sec. 64-106 D. 1. (a)-(i)).
 4. Current use of the property;
 5. Whether the applicable lot includes a single owner or tenant, or multiple owners or tenants;
 6. Seven (7) to ten (10) photographs showing the existing buildings, all wall and free-standing signs, and areas in which any proposed signs are to be located; and
 7. Sign Elevations including:
 - (a) A sketch of the front and side views of the structure(s) with dimensions;
 - (b) Any existing or proposed signs, with any applicable dimensions; and
 - (c) A sketch or drawing of all free-standing signs, with all applicable dimensions.

E. Sign Permits

Applications for sign permits shall include the following information:

1. **Sign Permit Information.** An application for a sign permit shall include the following information:
 - (a) Sign location (address and parcel number);
 - (b) Name and contract information for sign fabrication contractor and sign installation contractor;
 - (c) Name and contract information of Sign Owner and all property owners, including type of Business;
 - (d) The type of sign, based on the sign classifications described in the sign regulations of Article V and as defined in Article X;
 - (e) Sign dimensions, including:
 - (1) Height from ground level to top of sign;

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- (2)** Height from ground level to bottom of sign;
 - (3)** Width and height of sign face; and
 - (4)** Sign area (total and for each sign face).
- (f)** Drawings
 - (1)** Location Sketch;
 - (2)** For new freestanding signs 30 feet at least tall in height, sealed architectural/structural drawings (to scale) of the sign. The plan shall include all exterior and interior dimensions, and a cross section of structural support members showing all thickness measurements for the members, including foundation details and concrete strength in PSI, or as required by the currently adopted IBC;
 - (3)** For freestanding signs under 30 feet tall, a scaled drawing;
 - (4)** For freestanding signs, a site plan showing the sign location, setbacks from the public right-of-way and front property line, sign type, orientation, and distance from all streets, rights of way, and other structures on the site; and
 - (5)** For wall signs, a scaled drawing showing the sign complete with dimensions and renderings, and sketch and square footage of building front.
- (g)** A statement as to whether the sign meets the required wind load specifications, and the wind speed used in the design calculations, or as required by the currently adopted IBC;
- (h)** Total cost of the sign Including materials, labor, and installation;
- (i)** If the contract(s) valuation is over \$50,000, a State of Alabama General Contractor's Specialty License, with contract valuation will including labor, materials, and sign costs;
- (j)** If any electrical permit is required by the currently adopted NEC, the required electrical permit must be obtained prior to the issuance of a sign Permit. This includes the submission of UL file number of Fabricator, UL file number of sign, nits (if electronic) and Electrical Permit number;
- (k)** In the "D" (Downtown) and historic districts:
 - (1)** How the sign will be mounted;
 - (2)** Sign materials;
 - (3)** Type of sign lighting;
 - (4)** Linear front footage of principle building;
 - (5)** Scaled colored renderings of the requested sign;
 - (6)** Photographs with dimensions and photographs of the building;
 - (7)** Certificate of Appropriateness is required for all signs in historic districts; and

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(8) Approval of Consolidated Review Committee for signs in “D” (Downtown) Districts.

Sec. 64-198 Fees

A. Zoning Regulations

Fees for approvals required by the Zoning Regulations (including rezonings, text amendments, conditional use permits, concept plans, site plans, variances, sign permits, and appeals) are established by resolution of the City Council.

Sec. 64-199 To

Sec. 64-200 Reserved.