



## Commercial INCLUDING MULTIFAMILY Development Permit Procedure

The applicant shall furnish to the Planning Department the following information twenty-one (21) days prior to review by the Planning Commission (next to the last Tuesday of each month):

1. Provide a copy of a deed showing current land ownership.
2. A completed Commercial Development Permit Application form (attached).
3. 25 tabloid-sized (11x17) copies of the site layout plan.
4. 5 copies of the full set of plans for the proposed development showing all existing and proposed:
  - a. Building foot prints
  - b. Loading and unloading areas including dumpster locations
  - c. Ingress and egress to public areas
  - d. Parking area and number of parking spaces
  - e. Internal circulation
  - f. Topographical changes or physical features present or proposed(i.e., site grading and drainage plans)
  - g. Existing and any new utilities and easements
  - h. Landscaping/ lighting and signage plans – refer to Section 25-16
5. If the development is multifamily the following additional information will be required.(section
  - (1) Show buildings
    - (a) Number of units
    - (b) Bedrooms in units
    - (c) Stories and/or height of all buildings
    - (d) Building materials (include colors and provide a plan profile and schematics)
  - (2) Shared spaces and office s (amenities)
  - (3) Recreational facilities (amenities)
  - (4) Landscaping and lights
    - (a) Including safety facilities and provisions
  - (5) Parking plans and proposals
  - (6) Dumpster location and screening from rights of way and
  - (7) Proposed covenants
  - (8) Such other items that the planning Commission shall require
  - (9) Drainage plans and documentation of impacts
  - (10) To aide in consideration of the project the Planning Commission may require studies that address traffic impacts, environmental impacts, and others as may be deemed necessary by the commission
  - (11) Open space planned for the development and it's uses



6. All properties having frontage along the Beltline Rd. will be required to construct an access road to City specifications, or if approved by the City Planning Commission, may post a surety bond in the amount one and one half times (150%) the estimated cost of said road.
7. Conformity with the Zoning Ordinance of the City of Decatur is NOT checked by the City Planning Commission. Zoning Ordinance conformity is checked by the City Building Department when the application for a building permit is reviewed.
8. All plans should also be submitted electronically. Documents and applications should be in ".docx or .pdf" format. Submit to [planningcommissionapplications@decatur-al.gov](mailto:planningcommissionapplications@decatur-al.gov).



## Application for Commercial Site Plan Review

Date: \_\_\_\_\_  
Control No. \_\_\_\_\_

Planning Commission for the  
City of Decatur, Alabama

Gentlemen:

I hereby request permission to develop property located in a \_\_\_\_\_ district as  
hereinafter shown:

### DESCRIPTION OF PROPERTY

Street Address: \_\_\_\_\_

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plat \_\_\_\_\_

Drawing (Titles)	1. _____	4. _____
	2. _____	5. _____
	3. _____	6. _____

### SUPPORTING DATA

Proposed Use of Land: \_\_\_\_\_  
\_\_\_\_\_

### OTHER INFORMATION

Name, title, full address and phone number of:

Property Owner(s) as shown on deed provided:

\_\_\_\_\_

Phone: \_\_\_\_\_

Developer: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

I certify the above information is true.

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