

# **CITY OF FAIRHOPE**

P.O. Box 429  
Fairhope, AL 36533  
(251) 928-8003



## **SITE PLAN REVIEW APPLICATION**



## Site Plan Review Application Checklist\*

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\*This checklist is intended for convenience purposes only.  
Refer to the City of Fairhope Zoning Ordinance and other applicable City Ordinances for additional requirements.

- 2 copies of the Site Plan
- 2 sets of Construction Plans
- 1 copy of the Site Plan in PDF format on disk
- Site Plan Review Application with Articles of Incorporation attached
- Overall Site Plan
- Curb Cut Locations
- Dumpster Location and Screening
- Grading and Drainage Plans
- BMP Plan
- A Topographic and Boundary Survey
- Pedestrian Circulation Plan
- Building Elevations indicating exterior construction materials
- Legal Description and Property Map
- Landscape Plan, including tree preservation plan (Existing and Proposed Contours shall be on the Landscape Plan)
- All landscape plans shall be in compliance with Ordinance No. 1223 – Tree Ordinance.
- 20% of the total property (not including the right of way) shall be landscaped
- A 20' landscaped buffer is required where commercial/industrial abuts residential
- A Site Lighting Plan indicating light locations, mounting height, wattages and fixture types
- A Site Data Table including but not limited to:
  - Current Zoning
  - Lot Size
  - Proposed Building Height
  - Total Gross Floor Area
  - Proposed Building Coverage
  - Percentage of Impervious Area, excluding the Building
  - Percentage of Proposed Landscaping (60% of the required plant materials shall be located between the building walls and public streets)

- Proposed number of parking spaces/ required number of parking spaces
- Percentage of proposed Green-space

Aerial Photograph with Site Plan and topographic lines overlaid

Utility Plans

Loading/unloading space (if applicable)

Drive-up window locations (if applicable)

Total number of Proposed Buildings, Proposed Uses and the Square Footages of each

Phasing Schedule for Projects being developed over an extended period of time

Location, materials, and elevations of any and all fences and/or walls.

Location of mechanical equipment (mechanical equipment shall be screened)

Flow Modeling

Plans submitted shall include but not be limited to:

- Name of Project
- Date of preparation, including all revision dates
- Appropriate Scale
- North Arrow
- Preparer's Name, Phone Number and Fax Number
- Name of Owner

Compliance with the City's Comprehensive Plan and the standards, goals and intent of the Fairhope Zoning Ordinance

All signage requires a sign permit

All Applicable Outside Agency Permits (e.g. ALDOT, ADEM, COE, etc.)

**Please note that this document only applies to properties within the City of Fairhope.**



## APPLICATION FOR SITE PLAN APPROVAL

Application Type:  Site Plan  
Attachments:  Articles of Incorporation or List all associated investors

Date of Application: \_\_\_\_\_

### Property Owner / Leaseholder Information

Name of Property Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Proposed Site Plan Name: \_\_\_\_\_  
Site Acreage: \_\_\_\_\_ Sq. Footage: \_\_\_\_\_  
Parcel No: \_\_\_\_\_ Current Zoning: \_\_\_\_\_

### Authorized Agent Information

Name of Authorized Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

### Engineer/Architect Information

Name of Firm: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

I certify that I am the property owner/leaseholder of the above described property and hereby submit this site plan to the City for review. \*If property is owned by Fairhope Single Tax Corp. an authorized Single Tax representative shall sign this application.

\_\_\_\_\_  
Property Owner/Leaseholder Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Fairhope Single Tax Corp. (If Applicable)