

APPLICATION TO THE CITY OF HUNTSVILLE PLANNING COMMISSION

Subdivisions, Minor Subdivisions, and Location, Character, & Extent

Project Name: _____		Application for: (check appropriate box)													
Site Address/Location: <input type="checkbox"/> Northeast <input type="checkbox"/> Northwest <input type="checkbox"/> Southeast <input type="checkbox"/> Southwest		<input type="checkbox"/> Minor Subdivision # of Lots/Acreage or SF # of Lots/Acreage or SF <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;">Layout</td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;">Final</td> </tr> </table>				Layout			Final						
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Zoning District: _____		<input type="checkbox"/> Subdivision # of Lots/Acreage or SF <table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;">Layout</td> <td style="border: none;">(or Relayout)</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;">Preliminary</td> <td style="border: none;">(or Re.)</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td style="border: none;">Final</td> <td style="border: none;">(or Re.)</td> </tr> </table>				Layout	(or Relayout)			Preliminary	(or Re.)			Final	(or Re.)
		Layout	(or Relayout)												
		Preliminary	(or Re.)												
		Final	(or Re.)												
Waiver request: _____		<input type="checkbox"/> Location, Character, & Extent													
Section: _____	Township: _____	Range: _____													
Type of Development: _____	<input type="checkbox"/> Single Family	<input type="checkbox"/> Multi Family	<input type="checkbox"/> Commercial <input type="checkbox"/> Semi Public												
Zoning Board of Adjustment Case #: _____															

Owner / Developer Name: _____ Address: _____ City/State/Zip: _____ _____ Phone: _____ Fax: _____ E-Mail: _____ Cell: _____	Applicant / Engineer of Record / Surveyor / Architect Name: _____ Address: _____ City/State/Zip: _____ _____ Phone: _____ Fax: _____ E-Mail: _____ Cell: _____
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The following is required to be completed and signed by the engineer of record for all major subdivision projects & LCE road projects.

<input type="checkbox"/> 1 Set of completed plans (24"x36") sealed and signed by a PE and PLS ___ Plans prepared using State Plane Coordinates NAD 83 and NAD 88 Vertical Datum ___ Floodway & floodway fringe boundaries, base flood elevations and minimum building floor elevation for each lot ___ Site bench mark clearly noted with references ___ Preliminary plat (depicts all easements, ROW etc.) ___ Grading and erosion sedimentation control plan ___ Plan and profile comprehensive sheet (to include streets, sanitary, and storm sewers) ___ Plan and profile sheets (individual) ___ Streets ___ Drainage (note pipe mat'ls & sizes) ___ Sanitary sewer (note pipe mat'ls. & sizes) ___ Street cross sections ___ Detail sheets ___ Typical street section ___ Sanitary sewer ___ Storm sewer ___ Erosion control <input type="checkbox"/> Sanitary Sewer Design ___ Flow calculations and assumptions ___ Spreadsheet per COH Sanitary Sewer Design Manual	<input type="checkbox"/> Roadway Design ___ Geotech Soil Report ___ Atterburg limits test results ___ Pavement design calculations ___ Pavement design section(s) <input type="checkbox"/> Drainage Report ___ Cover sheet, title of project, engineer, stamp & signed, firm ___ Summary sheet ___ Description of methodology, model type, rainfall information, design criteria, software used ___ Table showing total pre and post runoff for 10, 25, & 100 year storm ___ Schematic showing hydrologic model nodes, i.e. sub-basin boundaries, pipes, channels, ponds ___ Drainage area map showing topo, basin and sub-basin boundaries, pipes, channels, ponds and other drainage features and text that corresponds to the schematic ___ Electronic submittals of model ___ Watershed information ___ Area in acres runoff curve numbers, and time of for each sub-basin ___ Information on ponds and culverts ___ Stage storage information ___ Outlet details ___ Culvert sizes, table showing headwater depth for Q10, Q25, and Q100
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I hereby certify that the plans submitted with this application for review are complete and meet all of the above criteria. Furthermore, I understand that the lack of completeness of this submittal set of plans may result in a rejection of plans for this review.

Engineer of Record

Date



HUNTSVILLE UTILITIES

Electricity – Natural Gas – Water

(256) 535-1200

www.hsvutil.org

P.O. Box 2048
Huntsville, AL 35804

PROJECT INITIATION FORM

Project Information

NAME OF DEVELOPMENT						
ADDRESS (LOCATION)				City	ZIP	
PROJECT TYPE <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Other						
ELECTRIC SUPPLIER <input type="checkbox"/> HSVUTIL			GAS SUPPLIER <input type="checkbox"/> HSVUTIL <input type="checkbox"/> North Alabama Gas			
WATER SUPPLIER <input type="checkbox"/> HSVUTIL <input type="checkbox"/> City of Madison <input type="checkbox"/> Monrovia <input type="checkbox"/> Madison County <input type="checkbox"/> Other						
Electric design required	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Township	Range	Section	County
Gas design required	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Water design required	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Date design needed	Construction start date		No. of Lots	Avg. Bldg. Size (sq. ft.)	Avg. Lot Size (Acres)	

Contact Persons

	Primary Contact	Alternate Contact 1	Alternate Contact 2
LAST NAME			
FIRST NAME			
PHONE			
Mobile Phone			
Fax			
Email			
Title			
Company Name			
Company Function			

Comments

2010 CITY OF HUNTSVILLE PACKAGE REQUIREMENTS FOR TURN-IN

The following list is package requirements for major subdivisions, apartment site plans, minors with waivers or variance request. Submittal dates follow the left hand column of the calendar. All packages are to be turned in to the second floor of City Hall for distribution.

I. MAJOR SUBDIVISION

Package 1 - Planning

- 1 each Subdivision application form
- 1 each Public hearing form plus fee: Major S/D \$100 + \$5 per lot; Minor S/D = \$50 + \$1 per lot
- 1 each Complete set of construction drawings **sealed and signed**
- 3 each Layout plat, and/or preliminary plat, any required landscape plan or street tree plan
- 2 each Site assessment map and report
- 1 each Geotechnical report
- 1 each Digital copy; prefer .dwg version 7; or .dwg version 8, or .dgn

Package 2 – Engineering

- **1 each** Subdivision application form (complete engineering checklist on form)
- **1 each** Complete set of construction drawings **sealed and signed**
- **1 each** Layout plat, and/or preliminary plat
- **1 each** Site assessment map and report
- **1 each** Geotechnical report

Package 3– Utilities

- 1 each Utilities ‘Request for plat signature’ application form plus “Project Initiation Form”
- 1 each Complete set of construction drawings **sealed and signed**
- 2 each Layout plat, and/or preliminary plat
- 1 each Digital copy

II. LCE: LOCATION, CHARACTER, & EXTENT

Package 1 – Planning

- 1 each per package Subdivision application form
- 1 each per package Submittal drawings as listed below

Package 2 – Engineering

- 1 each per package Subdivision application form
- 1 each per package Submittal drawings as listed below

Package 3– Utilities

- 1 each per package Utilities ‘Request for plat signature’ Application form plus “Project Initiation Form”
- 1 each per package Submittal drawings as listed below

Submittal drawings should include the following that is applicable to your project:

- Site plan(s)
- Floor plan(s)
- Elevations
- Landscape plan
- Photometric plan for parking
- Road: Must meet requirements of Subdivision Regulations

III. MINOR SUBDIVISION REQUIRING WAIVER OR VARIANCE

Package 1 - Planning

- 1 each Subdivision application form
- 1 each Public hearing form plus fee: Minor S/D = \$50 + \$1 per lot
- 3 each Layout plat (no site assessment report or map required)

Package 2 – Engineering

- 1 each Subdivision application form
- 3 each Layout plat

Package 3– Utilities

- 1 each Utilities ‘Request for plat signature’ Application form plus “Project Initiation Form”
- 2 each Layout plat
- 1 each Digital copy

The following list is package requirement handled by the public hearing officer and do not go through the full Planning Commission. Submittal dates follow the right hand column of the calendar. The Planning package is to be turned in to the second floor of City Hall. It is the responsible of the Engineer of record or surveyor to deliver and obtain required submittal signatures.

I. MINOR SUBDIVISION “NOT” REQUIRING WAIVER OR VARIANCE

Package 1 - Planning

- 1 each Subdivision application form
- 1 each Public hearing form plus fee: Minor S/D = \$50 + \$1 per lot
- 2 each Layout plat (no site assessment report or map required)
- 2 each Final plat accompanied with original signed title opinion from licensed attorney and plat executed by owners

City of Huntsville Final Plat Turn-in Requirements:

Contact the City of Huntsville Planning Division at (256) 427-5100 for instructions.