

**CITY OF TUSCUMBIA**

**SITE DEVELOPMENT**

**PERMIT APPLICATION**

**For Commercial and Residential  
Development Disturbing Greater Than  
3,600 Square Feet  
(Excluding Subdivisions)**

**301-A East 7<sup>th</sup> Street  
Tuscumbia, AL 35674  
(256) 386-5654**

Dear Applicant:

Welcome to the City of Tuscumbia! Our staff looks forward to working with you to achieve a project that will be a source of pride for you and the City. The Tuscumbia community cares about environmental excellence and preserving our unique natural beauty. Our goal is to achieve a balanced community by encouraging viable neighborhoods and balancing environmental concerns with the development pressures.

We also want to ensure that project review is completed in an efficient, timely manner and based on functional and enforceable guidelines, criteria, and standards. The purpose of the permit process and City review is to assure that development achieves these and other City goals.

This packet includes instructions and forms to help you complete your application. Please call the Building Department if you have any questions regarding the material in this packet or about the permit process.

Sincerely,

Luster Echols  
Building Official

# Site Development Application Checklist

## City of Tuscumbia Building Department

The following information states minimum submittal requirements as required in the City of Tuscumbia's Code of Ordinances. Please refer to the Code of Ordinances for additional information and requirements. The City may require additional information if warranted by unusual site conditions.

Site Development Application  
Review & Administrative Fees  
Preliminary Plat (if applicable)  
Hard Copies of Survey (3 Full Size Sets)  
Hard Copies of Plans (3 Full Size Sets)  
Stormwater Management Plan  
Copy of NPDES Permit (Required by ADEM if disturbing more than 1 Acre)  
Copy of CBMPP Plan  
Electronic copies (PDF) of all files listed above

### Survey Requirements

A boundary survey prepared by a registered land surveyor licensed in the State of Alabama that includes:

All structures above and below grade  
Known easements listing deed book and page where recorded  
Right of Ways listing adjacent land owners name, address, parcel number, and lot number  
Existing drainage facilities listing size, diameter, material, and entrance/exit location  
Existing utilities both underground and overhead  
Blue line streams identified on USGS Quadrangle Map  
Current FEMA 100-year floodplain with elevations listed  
Wetlands delineated  
1' Contours

### Plan Requirements

Construction Plans  
Stamp and Signature from appropriate design Professional  
Pre- and Post-developed contours  
Erosion and Sediment Control Plan  
Retaining wall calculations (if applicable)  
Engineer Certification "The Engineer of record for this project assumes full responsibility for the design shown heron and the effects thereof. The City by reviewing this information assumes no responsibility for any unforeseen negative impacts to adjoining or downstream property owners."

## Stormwater Management Plan Requirements

In order to comply with Federal and State regulations for urban stormwater, a Stormwater Management Plan (SMP) will be required for all development and redevelopment projects that require demolition or complete removal of existing structures or impervious surfaces at a site and replacement with new development. Maintenance activities such as top-layer grinding and repaving are not considered redevelopment. Interior remodeling projects are also not considered to be redevelopment.

Site Location- Description of the subject property, aerial map, and USGS Quadrangle Map

Site Description

FEMA FIRMap

Watershed Map

Preliminary Plat or Site Plan

Pre-Developed Sub-Basin Map

Post-Developed Sub-Basin Map

Floodplain Mitigation Considerations

Conclusions and Recommendations

Supporting Calculations

## Site Development Questionnaire

1. Does the Development require a new address? YES \_\_\_\_\_ NO \_\_\_\_\_
2. Is a new City street name required? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Does the Development contain an encroachment into the public right-of-way? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Is a curb cut required for construction? YES \_\_\_\_\_ NO \_\_\_\_\_
5. Does the Development involve the design of a new City street? YES \_\_\_\_\_ NO \_\_\_\_\_
6. Does the Development involve the vacation of an existing City street? YES \_\_\_\_\_ NO \_\_\_\_\_
7. Will the Development cause a traffic obstruction of a City street or sidewalk? YES \_\_\_\_\_ NO \_\_\_\_\_
8. Does the Development involve the opening of a City street or sidewalk? YES \_\_\_\_\_ NO \_\_\_\_\_
9. Does the Development require the placement of a demolition dumpster in a City right-of-way? YES \_\_\_\_\_ NO \_\_\_\_\_
10. Does the Development involve the addition, deletion, and/or relocation of City street lights? YES \_\_\_\_\_ NO \_\_\_\_\_
11. Has the Applicant applied for water and sewer availability? YES \_\_\_\_\_ NO \_\_\_\_\_
12. Check which items the Development requires:

<input type="checkbox"/> New sewer tap(s)	<input type="checkbox"/> Change in flow at existing sewer tap(s)
<input type="checkbox"/> New water service tap(s)	<input type="checkbox"/> Change in flow at existing water tap(s)
<input type="checkbox"/> Termination of sewer tap(s)	<input type="checkbox"/> Termination of water tap(s)
13. Check the basic type of Development as it applies to water and sewer service:

<input type="checkbox"/> Residential, single-family	<input type="checkbox"/> Commercial
<input type="checkbox"/> Residential, multi-family	<input type="checkbox"/> Institutional
<input type="checkbox"/> Industrial	

SUBDIVISIONS APPENDIX B. - PRELIMINARY AND FINAL PLAT REVIEW AND APPROVAL FORM

*General Requirements*

Name of subdivision \_\_\_\_\_

Name of owner(s) \_\_\_\_\_

Date submitted \_\_\_\_\_ checked by \_\_\_\_\_

Required number of copies of plat submitted \_\_\_\_\_

Topographic map required: Yes \_\_\_\_\_ No \_\_\_\_\_

Location of subdivision (Section, Township and Range) \_\_\_\_\_

Has plat been prepared at the appropriate scale: Yes \_\_\_\_\_ No \_\_\_\_\_

Present zoning classification of area \_\_\_\_\_

*General Platting Requirements*

	Preliminary Plat		Final Plat	
	Yes	No	Yes	No
1. Is the subdivision laid out to conform with the approved master plan of the area?				
2. Does the street pattern discourage through traffic?				
3. Do the streets intersect at as nearly 90 degree angles as possible?				
4. Are the number of streets converging at one point kept to a minimum?				
5. Have provisions been made for principal local streets to be continued in adjacent subdivisions without creating hazardous jogs or angles in the thoroughfare pattern?				
6. If cul-de-sacs are shown, do they:				
a. Have adequate turn around facilities? (100 feet diameter minimum)				



7. Is the accurate location and description of all monuments clearly shown? (Permanent monuments of natural stone or concrete should be set to finish grade at such critical points as will enable any skilled surveyor to lay out correctly any lot in the subdivision.)

--	--	--	--

8. Has the length of lines of all lots, the length and bearing of the lines of all streets, alleys, and easements, the length of all arcs, and radii, the points of curvature, and the tangent bearings in the case of curved lines been checked by the county road superintendent?

--	--	--	--

9. Do all necessary signatures appear on the plat?

--	--	--	--

10. Is the north point, date, scale, and name of the firm which designed the plat clearly shown?

--	--	--	--

*Zoning Ordinance Requirements*

1. Does the zoning classification of all parcels of land appear on the plat?

--	--	--	--

2. Are all lots delineated of adequate size to meet the requirements of the appropriate zoning classifications?

--	--	--	--

3. Will a performance bond be required?

--	--	--	--

4. Performance bond set at \$ \_\_\_\_\_

--	--	--	--

*Approval Granted*

1. Preliminary plat:

--	--	--	--

2. Final plat:

--	--	--	--

*List of all suggested revisions or changes.*

1. \_\_\_\_\_

2. \_\_\_\_\_



# SITE DEVELOPMENT PERMIT APPLICATION

<input type="checkbox"/> RESIDENTIAL	See Fee Schedule	Submittal of plans in hard copy & digital format (PDF) is required for permit review. Plans must be sealed, signed, and dated by the Architect/Engineer if applicable.
<input type="checkbox"/> COMMERCIAL	See Fee Schedule	Submittal of plans in hard copy & digital format (PDF) is required for permit review. Plans must be sealed, signed, and dated by the Architect/Engineer if applicable.
Fee:\$	Project Name:	Project #:

**COMPLETE ALL APPLICABLE ITEMS, MISSING ITEMS MAY DELAY THE REVIEW**

Business Name (Commercial) / Owner Name (Residential)		<b>Mark Applicable Item(s)</b> <input type="checkbox"/> New Building <input type="checkbox"/> Land Clearing <input type="checkbox"/> Parking Lot Only <input type="checkbox"/> Foundation Only Number of Stories _____
Physical Location of Project (Street/Hwy & Suite or Space #)		
Parcel ID #	Latitude/Longitude	
Subdivision (If Applicable)	Current Zoning      Zoning Requested	
Project Cost	Square Footage New:                      Existing:	
Number of Acres	Number of Proposed Lots (If Applicable)	

**Description of Building Use (s)**

Owner of Building, Shopping Center, Etc.	Phone #	Email Address
--	---------	---------------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

Architect/Engineer	License #	Phone #	Email Address
--------------------	-----------	---------	---------------

Mailing Address	City	State	Zip Code
-----------------	------	-------	----------

APPLICANT (Print name of person to contact when permit is ready)	Phone #	Email Address
--	---------	---------------

SIGNATURE	DATE
-----------	------

**FOR CITY OF TUSCUMBIA USE ONLY**

Date Filed	File #	Receipt #	Fees Paid
------------	--------	-----------	-----------

Engineer Review	Hearing Date
-----------------	--------------

**BUILDING PERMIT APPLICATION  
CITY OF TUSCUMBIA  
OFFICE OF THE BUILDING INSPECTOR**

Applications hereby made for a **BUILDING PERMIT** and a **CERTIFICATE OF OCCUPANCY** as required under the Building Code and Zoning Ordinance of the City of Tuscumbia for the erection, moving or alteration, and use of building and premises. In making this application, the applicant represents all of the following statements and any attached maps and drawings as a true description of the proposed new or altered uses and/or buildings. The applicant agrees that the permit, applied for, if granted, is issued on the representations made herein, and that any permit issued may be revoked without notice on any breach of representations or conditions.

<b>OWNER</b>	<b>MAILING ADDRESS</b>	<b>PHONE</b>
<b>CONTRACTOR</b>	<b>MAILING ADDRESS</b>	<b>PHONE</b>
<b>ARCHITECT OR DESIGNER</b>	<b>MAILING ADDRESS</b>	<b>PHONE</b>

**LOCATION (ADDRESS) OF CONSTRUCTION:** \_\_\_\_\_

**COST OF PROPOSED CONSTRUCTION:** \$ \_\_\_\_\_

**CLASS OF WORK:** NEW CONSTRUCTION \_\_\_\_\_ ADDITION \_\_\_\_\_ ALTERATION \_\_\_\_\_ REPAIR \_\_\_\_\_ POOL \_\_\_\_\_

**DETAILED DESCRIPTION OF WORK TO BE DONE:**

-Land Size of Lot: \_\_\_\_\_ ft x \_\_\_\_\_ ft x \_\_\_\_\_ sq. ft. area lot      HEATING: GAS \_\_\_\_\_ ELECTRIC \_\_\_\_\_

-If apply for an addition, how many feet will you be from each property line? SIDE \_\_\_\_\_ REAR \_\_\_\_\_ FRONT \_\_\_\_\_

-Plans and Specifications: A plat showing location and dimensions of lot and of existing and proposed buildings on the lot is:

ATTACHED \_\_\_\_\_ DRAWING ON BACK OF THIS FORM \_\_\_\_\_

-Number of Plumbing Fixtures: Tub \_\_\_\_\_ Lavatory \_\_\_\_\_ Sink \_\_\_\_\_ Dishwasher \_\_\_\_\_  
Water Heater \_\_\_\_\_ Washing Machine \_\_\_\_\_

It is understood that any permit on this application will not grant any right or privilege to erect any structure or to use any premises herein described for any purpose or in any manner prohibited by the Building Code, Zoning Ordinance, or by other ordinances or regulations of the City of Tuscumbia. The applicant further agrees to notify the Building Inspector of the completion of construction for which any Building Permit is granted. The Building Inspector shall then inspect the premises and issue or refuse a Certificate of Occupancy as provided by the Building Code and Zoning Ordinance.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**BUILDING DEPARTMENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**OFFICE USE ONLY**

PERMIT ISSUED \_\_\_\_\_ PERMIT # \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

PERMIT REFUSED \_\_\_\_\_ CAUSE: \_\_\_\_\_

ALL CONTRACTORS and ALL OTHER BUSINESSES (persons, firms, corporations, LLCs, PCs, Partnerships, independent contractors and individuals) which will be working on this job MUST BE LISTED BELOW. The Contractor or Owner (if owner is his own contractor) MUST LIST ALL OTHER BUSINESSES working on this job, even if they are working by the hour. Your permit may be withdrawn if you fail to list all such persons. The following list is not inclusive, so you should add to complete the list. If you fail to list anyone, you will be required to pay the missed license amount.

BUSINESS	NAME	LICENSE NO.	VERIFIED
Carpentry			
Carpet			
Concrete			
Drywall			
Earth Moving			
Electrical			
Excavation			
Gas			
HVAC			
Painting			
Plumbing			
Roofing			
Siding			
Other			
Other			
Other			
Other			
Other			

If there are no other businesses involved, you say so.

\_\_\_\_\_

The forgoing is a complete listing as required above

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

I have reviewed this with the applicant

\_\_\_\_\_  
 BUILDING INSPECTOR'S SIGNATURE

## Important Information

3600 square feet of "disturbed" area = If grass/dirt is removed it is disturbed. Anything exceeding the 3600 square feet threshold should be documented by the city. It does not necessarily require an engineering review. It requires the city's Quality Control Inspector (QCI) to recommend the developer/builder a BMP (Best Management Practices) plan for erosion control for the site, document the plan and keep it on file for the ADEM annual review. Any disturbance over 1 acre requires an ADEM NPDES permit to be purchased by the owner/developer, and additional steps for compliance are required by ADEM.

### Typical examples:

Electrical, mechanical, plumbing, etc., for interior upgrades to existing structures- NO STORMWATER REVIEW NEEDED

Addition to an existing home- typically will not meet the 3600 square foot threshold, if it does the city will work with the owner to provide a BMP plan for erosion control to keep mud/runoff from traveling to roads and adjoining property until construction is complete.

New subdivision developments – REQUIRES STORMWATER REVIEW BY ENGINEER

New homes in a planning commission approved subdivision (existing subdivision) – Over 3600 square feet of disturbed area the city will work with owner to provide a BMP plan.

Commercial development- over 3600 square feet of disturbed area should be reviewed for stormwater compliance by an engineer. Development in commercial zones has higher impervious surfaces (rooftops, asphalt, concrete, etc.). Therefore, stormwater runoff is increased and typically will need to be detained onsite.

All construction sites must be inspected by the city's QCI especially after rain events. Any site over 1 acre must comply with ADEM NPDES/BMP requirements.

**Building Permit  
Fee Schedule**

<b>TOTAL VALUATION*</b>	<b>PERMIT FEE</b>
<b>\$1,000.00 and less</b>	No fee, unless inspection is required, in which case a \$15.00 fee for each inspection will be charged.
<b>\$1,001.00 to \$50,000.00</b>	\$15.00 for the first \$1,000.00 PLUS \$5.00 for each additional thousand or fraction thereof, to & including \$50,000.00
<b>\$50,001 to \$100,000.00</b>	\$260.00 for the first \$50,000.00 PLUS \$4.00 for each additional thousand or fraction thereof, to & including \$100,000.00
<b>\$100,001.00 to \$500,000.00</b>	\$460.00 for the first \$100,000.00 PLUS \$3.00 for each additional thousand or fraction thereof, to & including \$500,000.00
<b>\$500,001 and Up</b>	\$1,660.00 for the first \$500,000.00 plus \$2.00 for each additional thousand or fraction thereof.
*The total valuation should be determined based on the financial institution's appraisal of the improvements.	

<b>PENALTIES</b>
Where work, for which a permit is required by this Code, is started or proceeded prior to obtaining said permit, the fees herein specified shall be DOUBLED, but the payment of such double fee shall not relieve any persons from fully complying with the requirements of this Code in the execution of the work nor from any other penalties prescribed herein.