



Planning & Economic Development Department
100 Hughes Road
Madison, Alabama 35758

Site Plan Application

(COMPLETED CURRENT APPLICATION REQUIRED FOR SUBMITTAL ACCEPTANCE)

Submittal Information

- 5 copies of the completed application
- 5 copies of the complete site plan folded individually
- A .pdf file of the complete site plan on a CD with the project name indicated

Appointments must be made on the submittal date to submit your plans. Please contact Ross Ivey at 256-774-4403 or ross.ivey@madisonal.gov to schedule your appointment time between the hours of 8:00 a.m. and 4:00 p.m.

Application Fee: \$500.00 *(The application fee must be submitted at the time of application.)*

Site Plan Information

Title of Plan: _____
(All plan names must be approved by the Planning Department prior to submittal)

Engineering Firm

Name of Firm: _____

Contact: _____

Telephone: _____ E-mail Address: _____

Applicant Information

Name(s): _____ Company Name: _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

Signature: _____

Property Owner Information *(if different from applicant)*

Name(s): _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

Signature: _____

Person responsible for Madison Utilities fees

Applicant

Owner

Other *If other provide the following information:*

Name(s): _____

Company: _____

Mailing Address: _____

Telephone: _____ E-mail Address: _____

Property Information

Madison County PPIN: _____ (Not required for properties in Limestone County)

Description of where property is located: _____

County in which property is located: _____

Address of property: _____

Subdivision: _____ Lot: _____ Block: _____

Property Zoning: _____

Flood Zone: _____

Additional Information

Acreage: _____

Existing Building Square Footage: _____

Proposed Building Square Footage: _____

Parking Spaces Required: _____ Parking Spaces Provided: _____

Type of Use: _____

Waivers, Variances or Special Exceptions Granted: _____

Variance or Special Exception Case #: _____ Date: _____

Waivers, Variances or Special Exceptions Requested: _____

Domestic Water Meter Size: _____

Irrigation Water Meter Size: _____

Fire Line Size Required: _____

Grease Trap Required: _____

Are water or sewer main extensions to be dedicated? _____

Permit Number: _____

No use, improvement, alteration and/or development of property permitted by the Zoning Ordinance, including accessory and temporary uses, may be established in a new or existing non-residential building, or a suite in a new or existing non-residential building, until a Zoning Compliance Certificate has been issued by the Planning & Economic Development Department. It is unlawful for a vacated, non-residential building to be occupied or used prior to the approval of a Zoning Compliance Certificate. Businesses requiring a Special Exception or Variance permit from the Zoning Board of Adjustment and Appeals, shall not receive a Zoning Compliance Certificate until a Special Exception or Variance has been approved by the Zoning Board of Adjustment and Appeals and all contingencies placed on it have been met. Additionally, the approval of all new business licenses is subject to code compliance inspections by the Chief Building Official and Fire Marshal. Submittal of this application is acknowledgement of the regulations of the city, restated above, and until this application is approved with required signatures on the reverse side, it is pending and not approved.

Name of Property Owner/Authorized Agent (Please print)

Signature of Property Owner/Authorized Agent

Date

Please Print Clearly		For Planning Department Use Only:
Name of Business and Business Address:	_____	Zoning District: _____
	_____	Proposed Use:
	_____	[] Permitted [] Prohibited [] Conditional
City State Zip		Zoning Code Section: _____
Applicant's Name and Mailing Address:	_____	Variance case # _____
	_____	[] Rejected [] Approved
	_____	Special Exception case # _____
City State Zip		[] Rejected [] Approved
Applicant's E-mail:	_____	ZBA Meeting Date: _____
Applicant's Phone #:	_____	

Proposed Business Use: _____ Former Use of Building or Suite: _____

- Will the business generate, use, store, or dispose of hazardous or toxic substances? Yes _____ No _____
- Will the business sell beer, wine or any other alcoholic beverage, or serve beer, wine or any other alcoholic beverage in association with other services offered? Yes _____ No _____
- Have you made or do you intend to make, alterations and/or additions to the interior or exterior of the building or suite to accommodate the business? Yes _____ No _____ Building Permit # _____
- Have you modified or do you intend to modify, the property on which the building is located in order to accommodate the proposed business? Yes _____ No _____
- Is there an approved site plan for this location on file with the City of Madison? Yes _____ No _____
- Have you installed or do you intend to install, an accessory ground sign on the site or an attached accessory (wall) sign to the exterior of the building and/or suite? Yes _____ No _____ Sign Permit # _____

If you answered yes to questions 1-6 above, please explain: _____

Applicant certifies that the information on this application is true and correct and that any false or misleading information will render this Non-Residential Zoning Compliance Certificate void. Without official signatures on the reverse, this Non-Residential Zoning Compliance Certificate is not valid and occupation of the building/suite for the proposed use is unlawful and subject to penalty.

Signature of Applicant

Date Submitted

Permit Number: _____

Building Department Review:

Date Received: _____ Received By: _____

Date Inspected: _____ Inspected By: _____

Action Required by Applicant: _____

Follow Up:

Date Inspected _____ Inspected By: _____

Date Inspected: _____ Inspected By: _____

Fire Department Review:

Date Received: _____ Received By: _____

Date Inspected: _____ Inspected By: _____

Action Required by Applicant: _____

Follow Up:

Date Inspected _____ Inspected By: _____

Date Inspected: _____ Inspected By: _____

Non-Residential Zoning Compliance Certificate invalid without official signatures below:

Approved/Denied: _____

Building Official

Date: _____

Approved/Denied: _____

Fire Marshal

Date: _____

Approved/Denied: _____

Planning Official

Date: _____