



Commercial 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 copies of the site plan 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
4. 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 of the estimated cost of said road.
5. 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.
6. All plans should also be submitted electronically. Documents and applications should be in ".docx or .pdf" format and plats and drawings should be in ".dwg/.dxf" format. Submit to planningcommissionapplications@decatdur-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: _____