

JEFFERSON COUNTY, ALABAMA

Major Development Checklist, Notes and Information



A **Major Development** is any proposed new structure or addition to an existing structure which will cause a change in the topography of a proposed site where the possibility exists of an adverse effect on adjacent properties, which includes most developments that have exterior construction. All plans will be submitted to the Jefferson County Department of Land Planning and Development Services (LPDS).

Engineered drawings must be submitted when applying for approval of a major development building permit (other than a single-family dwelling), and should include the information on the **Major Development Checklist** and conform to the **Plan Acceptance Checklist**.

For **Access Permits to connect to a Jefferson County maintained road within a municipality**, commonly known as a through road, the same information that was submitted to the municipality should be submitted to Jefferson County for review. All information shown in this document under General Information should be included in this plan set as well.

Engineers - Please make sure that the plans submitted are complete and have enough information to convey your intent. Provide the documentation that will convince all that will be reviewing it that your design was based on sound engineering principles and provide enough information that we may verify that your development meets the requirements of Jefferson County.

Other Permits Needed

Erosion Control/Land Disturbance Activity Permit

For sites over one (1) acre contact the Alabama Department of Environmental Management (ADEM) at (205) 942-6168. If the site is less than an acre, contact Storm Water Management (205) 325-8741.

Sanitary Sewer/Health Department Approval

If the development is on sewer, contact the Environmental Services department for sewer approval at (205)325-5801 or contact the Health Department for septic tank approval at (205) 933-1230.

Building Permit

Submit building plans to Jefferson County Inspections Services. Contact the office at (205) 325-5638 for their requirements.

Verify Zoning

Contact LPDS to verify your zoning and determine if the project can be built under the current designation or if changes are required, (205) 325-5638.

Adverse Effects

Submit an Adverse Effects Letter from the engineer about the drainage and requirements of the development.

Contractors, Developers, and Owners – While we are happy to answer questions or check on the status of your review, please understand that the Plans Review Committee's main objective is getting the plans reviewed in as timely a manner as we are able. Please check with your engineer FIRST before calling our office. All correspondence will be sent directly to your engineer.

Submission

Submit five (5) sets of plans. Include a Letter of Transmittal stating what you are submitting and how many copies are being submitted. Also include the name, address and phone numbers of the engineer and owner/developer.

Highway Access

If the project will access a state highway, contact the Alabama Department of Transportation at (205)328-5820 for a permit.

Floodplain

Verify whether the project is in a floodplain with the Department of Land Planning and Development Services. If it is contact the LPDS office about a Floodplain Development Permit or any questions about developing in the floodplain, (205)325-5638.

MAJOR DEVELOPMENT CHECKLIST (also see *Plan Acceptance Checklist*)

1. General Information:

- A. Project Title
- B. Vicinity Map
- C. Scale
- D. Legal tie to property, including Quarter Section tie, Section, Township, and Range
- E. Boundary survey and description by land surveyor
- F. Location and width of existing or proposed easements
- G. Name, address and phone number of owner/developer and engineer
- H. Site plans sealed by qualified, registered professional engineer
- I. Plan sheets are to be submitted in 24" x 36" format ONLY
- J. Flood Zone information (FIRM Map # and panel information referenced for the project)

2. Street, Road, and Driveway Information

- A. All existing and proposed street and road names
- B. All street and road right of way and easement recording information, boundary monuments and irons, and widths
- C. All street, road, and driveway edge of pavements and widths
- D. Typical section of proposed streets, roads, and driveways, including cross slopes, pavement build up, curb & gutter, shoulders, sidewalks, front slopes, ditches, and back slopes.
- E. Radii of proposed street, road, and driveway turnouts
- F. Intersection corner and stopping sight distance for passenger cars measured in accordance with and exceeding the minimum values provided in the current AASHTO Policy on Geometric Design of Highways and Streets
- G. Proposed road center line layout and curve information
- H. Proposed road center line profile, curve information, elevations, and K factors
- I. Complete grading plans and/or cross sections at ½ station (50') increments
- J. Temporary traffic control plan for construction operations within existing road right of way
- K. Existing and proposed utility type, size, layout, and location information
- L. Road signs, if the Developer plans installation (Permit Required)
- M. Subdivision signs, if proposed (Permit Required)
- N. Landscaping within the road right of way, if proposed (Permit Required)

3. Zoning information:

- A. Parcel Identification Number
- B. Zoning classification of site and all adjacent properties
- C. Plot plan of proposed building in relation to property boundary lines
- D. Location of existing, as well as proposed buildings
- E. Variances approved for property

4. Drainage information:

- A. Drainage plans to be prepared and sealed by a professional engineer, registered in the State of Alabama
- B. Topography (tied to USGS datum) extended into adjacent property
- C. Existing and proposed contours
- D. Portion of land subject to flooding (FIRM zone and panel number)
- E. Existing and proposed drainage structures (locations, size, type, class, length, slope, D.A., Q, V, etc.)
- F. Drainage handling plan
- G. Adverse Effects Letter - report from engineer concerning effects and requirements of project development due to drainage from project
- H. Special culvert drawings
- I. Drainage maps and calculations are to be submitted with the preliminary plans

5. Sanitary information from the Department of Environmental Services:

- A. Approval of Sanitary Division for sewers and sanitary sewer impact fee receipt if other than a subdivision
OR
- B. Approval of Health Department for septic tank or other (subdivisions should have a note on the plans indicating Health Department approval will be sought for the lots in the development)

6. State Highway Department or Roads/Traffic Department of municipality approval for access.

7. Five (5) sets of plans are required for approval for commercial etc. projects. Six (6) sets of plans plus three (3) sets of the sanitary sewer plan and profiles are required if there is also Jefferson County Sanitary Sewer to be reviewed.

8. Other information as required for complete plan review.

9. Jefferson County standard construction notes.

10. Erosion control ordinance is required: Storm Water Management Authority, Inc. 216 Summit Pkwy. Birmingham, Al. 35209 (205)943-1941.

11. If over one (1) acre, Alabama Department of Environmental Management (ADEM) permit is required. Contact (205)942-6168 for more information. The cover sheet showing the ALR # issued should be included with the plan submittal or submitted during the plan review.

MAJOR DEVELOPMENT NOTES (required on all plans)

1. General Notes:

- A. All existing and required county right of ways and easements are to be shown on the construction plans. Structures such as walls, signs, fences, buildings, etc. or plants such as trees or shrubs shall not be placed in the right of ways or easements without proper approval from Jefferson County
- B. Other than shown on approved plans, grading operations involving cuttings or filling shall not be allowed within Jefferson County right of ways and easements.
- C. The Owner or Developer shall provide the Contractor with executed permits for community identification signs, (if required) and landscaping, (if required) to be placed in Jefferson County right of ways or easements.

2. Standard notes required on site development plans:

- A. All construction to be in accordance with Jefferson County specifications.
- B. Contractor and/or developer shall be responsible for construction and maintenance of erosion and sedimentation controls during construction for protection of adjacent properties, roadways, and waterways.
- C. Contractor and/or developer are responsible for providing a building site free of drainage problems.
- D. Contractor and/or developer shall be responsible for maintaining a proper traffic control plan for public safety adjacent to construction site. The traffic control plan must be in accordance with latest AMUTCD edition.
- E. All utilities within roadway shall be backfilled with stone.

3. Traffic control notes:

- A. The Contractor shall establish and maintain traffic control devices in accordance with the latest edition of Part VI of the Federal Manual on Uniform Traffic Control Devices (MUTCD) and the approved traffic control plan for all construction within work areas shown and described in Part VI of the MUTCD.
- B. Permanent roadway signs or temporary construction signs which are not applicable or inappropriate for the current condition shall be covered or removed.
- C. The dimensions shown or described for locating construction signs are nominal. The actual dimensions shall be adjusted to best fit local conditions and provide maximum visibility.
- D. If traffic control devices are necessary for proper warning and traffic control after sunset, then as a minimum, type "B" warning lights shall be placed on the first warning sign and channelizing drum and type "A" reflective sheeting shall be required on all signs.
- E. Hazardous conditions on open roadways such as pavements drop-offs in excess of 2", construction materials, vehicles, or equipment stored or placed within the roadway right of way; and open trenches across or near the roadway shall not be allowed unless the Contractor is on site and working, and proper traffic control measures are being taken.
- F. The Contractor shall keep open roadways clean and free of construction debris, dirt, loose gravel or other material that may cause hazardous driving conditions.
- G. Traffic control devices shall meet the standard material and installation requirements specified in the current edition of the ALDOT Standard Specifications for Highway Construction.
- H. Roadways and driveways shall remain open during construction. Channelizing devices shall be placed at 10' on center along minimum 20' radii to channelize traffic into and out of intersections, roads and drives within areas where channelizing devices are required. Temporary regulatory signs such as stop signs and yield signs shall be placed as necessary for proper traffic control in accordance with the MUTCD.

4. Plan requirements for work on County maintained roads

The following items are required as part of the plans that a developer submits for approval of any development that includes work within County right-of-way on an existing roadway maintained by the County:

- A. Roadway construction centerline (tied to an established known point such as an iron)
- B. Detailed plan view of the proposed work
- C. Roadway profile along the construction centerline
- D. Typical section showing proposed work and pavement build-up
 - 1 Proposed pavement structure should match that of the existing pavement.
 - 2 The County can supply a minimum build-up based on the road classification or the developer can have the existing pavement cored to establish the required build-up. This boring data shall be furnished to the County for approval.
 - 3 The minimum wearing surface lay-down rate is 165#/SY (1.5")
- E. Cross Sections showing the following data:
 - 1 Elevation of existing pavement at the centerline
 - 2 Elevation and offset to existing pavement edges
 - 3 Elevation and offset to proposed edge of pavement
 - 4 Elevation and offset to proposed edge of shoulder
 - 5 Elevations at pavement edges and centerline of any required overlay
 - 6 Slope of constructed fills and cuts
 - 7 Flowline elevations of constructed ditches
- F. Drainage section of any structure that is being affected within the right-of-way

Design Criteria shall be in accordance to the classification of the road and its design speed. The criteria shall meet that set forth by ALDOT (as accepted by the County) and AASHTO (*Policy on geometric Design of Highways and Streets* and the *Roadside Design Guide* – latest editions). Any deviations from these guidelines must be approved by the County.

The intent of these requirements, and the County's subsequent review of the plans, is to assure that the roadways within Jefferson County are safe, well built and function to the highest level possible.

It should be noted that since no two projects are the same additional data may be required to adequately detail, construct and inspect the proposed work.

5. Letter of Transmittal

In order to facilitate the review of proposed plans, all projects shall be submitted with a Letter of Transmittal which shall include the following:

1. Name of project
2. Name, address, phone number of Owner, and/or Developer
3. Name, address and phone number of Engineer
4. Number of copies being submitted
5. Short description of submitted project

Documents delivered without a Letter of Transmittal will be returned to the Owner or Engineer (if proper identification can be made).

PLAN ACCEPTANCE CHECKLIST

Any Plan submitted to LPDS must include the following:

1. FORMAT AND SUBMISSION REQUIREMENTS

- A. Plan sheets must be no larger than 24" by 36";
- B. Minimum of five (5) complete plan sets required for Jefferson County to review any project. (If sanitary sewer is involved, submit an additional one (1) full set of plans as well as three (3) sets of the sanitary sewer plan and profiles).

2. SOURCES, CERTIFICATIONS AND CONTACT INFORMATION

- A. Name, address, email address and phone number of owner, developer, and engineer;
- B. Site plan sealed by a qualified, registered professional engineer;
- C. Boundary survey and description by a registered professional land surveyor;
- D. Flood panel (FIRM) map number referenced for the project property;
- E. Adverse Effects Letter (A report from the engineer concerning the effects and requirements of the project's development due to drainage).

3. MAP INFORMATION

- A. Project title;
- B. Vicinity map;
- C. Standard Engineering scale;
- D. North arrow;
- E. Legal tie to property, including ¼-section tie, section, township and range;
- F. Location and width of existing easements, including Book and Page Number(s) of the recorded deed(s) and/or record map(s), and any proposed easements;
- G. Right-of-way widths of existing and proposed streets and alleys, each labeled as to whether public or private, and the Book and Page Number(s) of the recorded deed(s) and/or record map(s).
- H. Identification of the specific use to which the property and any/all buildings will be put;
- I. Show all existing and proposed buildings, structures (including walls, decks, islands, light stands, pads, signs, etc.) and parking areas/spaces (for non-single family uses), and their respective relationship to all property lines and one another.

FEES

The Department of Land Development will charge a Plan Review Fee of fifty (\$50.00) per submission after the 1st review. Each subsequent submission (which requires review by LPDS) thereafter shall incur an additional \$50.00 Plan Review Fee. This total Plan Review amount will be due at the time a Zoning Approval is issued for the project. The fee amount must be paid in full, in the Department of Land Development, before any Zoning Approval will be issued. In the case of subdivisions, the Plan Review Fee will be required at the same time the Record Map fee is due. Please contact the office of Land Development (205)325-5638 if you have any questions about this fee.

MAJOR DEVELOPMENT CONTACTS AND INFORMATION

<u>Department</u>	<u>Location</u>	<u>Contact</u>
Environmental Services	3 rd floor of the courthouse annex Suite 300A	(205) 325-5801
Impact Fee Office (Env. Services)	3 rd floor of the courthouse annex Suite 300A	(205) 325-5138
Inspection Services (Building Permits)	(2 nd floor) Crosswalk of the annex Suite 200B	(205) 325-5353
LPDS (Zoning, Floodplains, and plan submittal)	2 nd floor main courthouse Suite 260	(205) 325-5638
Traffic Engineering (Roads & Transportation)	2 nd floor of the courthouse annex Suite 200A	(205) 325-5659
Utilities Department (Roads & Transportation)	2 nd floor of the courthouse annex Suite 200A	(205) 325-5128
Storm Water Management	(2 nd floor) Crosswalk of the annex Suite 210A	(205) 943-1941 (205) 943-1943 fax