

## Madison County Commercial Site Application

**This is the 1<sup>st</sup> step of the Commercial Site Application.**

### **Required by all who apply**

1. An address must be obtained and/or verified by the Madison County House Numbering Department. The approved site address must be the same on both the application and the site plans. Email the following information & documents to Brandi Harper [bharper@madisoncountyal.gov](mailto:bharper@madisoncountyal.gov).

- Commercial Site Application
- Vicinity map or Madison County Tax Assessor's PPIN
- Site plan showing building and road access locations
- Existing address (if applicable)
  - If there is not an existing address at the site, an address may be assigned.\*
  - If there is an existing address, please indicate if an additional utility meter will be added as a new address will be REQUIRED.\*

\*The fee for a new address is \$25, which can be paid by cash or check made payable to Madison County Commission. This fee is to be paid separately from the Commercial Site Application fee.

\_\_\_\_\_  
Brandi Harper's Signature

\_\_\_\_\_  
Date

Commercial Site Name: \_\_\_\_\_

Commercial Site Address: \_\_\_\_\_

2. The District Commissioner's acknowledgement of the proposed commercial site.

\_\_\_\_\_  
District Commissioner's Signature

## Commercial Site Application

**Required: This Must be Filled out COMPLETELY before plans will be Reviewed**

Commercial Site Name: \_\_\_\_\_

Approved Site Address: \_\_\_\_\_

District: \_\_\_\_\_ Number of Units (if applicable, Not Buildings) \_\_\_\_\_

Engineer: \_\_\_\_\_ PHONE: \_\_\_\_\_

Email Address: \_\_\_\_\_

Engineering Firm: \_\_\_\_\_

Firm Mailing Address: \_\_\_\_\_

**(NO PO BOX)**

Contact Person \_\_\_\_\_ PHONE: \_\_\_\_\_

**(Engineer Representative)**

Email Address: \_\_\_\_\_

Owner: \_\_\_\_\_ PHONE: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**(NO PO BOX)**

Contact Person: \_\_\_\_\_

**(Owner Representative)**

PHONE: \_\_\_\_\_

Email Address: \_\_\_\_\_

**COMMERCIAL SITE PLAN**  
**APPLICATION PROCEDURES**

Completed application packages shall be submitted to the Madison County Engineering office located at 266 - C Shields Road, Huntsville, AL, 35811. If you have further questions call 256-746-2925 or email [Krogers@madisoncountyal.gov](mailto:Krogers@madisoncountyal.gov)

Upon review and approval, A PDF of the Approved plans will be emailed to Kathy Rogers and (2) 24" x 36" additional copies of the approved plans will be stamped and signed for the Engineer and for the Builder to have onsite. Once our office receives these items, the Madison County Inspection Department will be notified, and then you may submit the items they require for a permit. Please contact them for their requirements at 256-746-2950.

**Construction must begin within (1) one year** of the Site plan approval date and must be completed within (2) years of the approval date. Otherwise, the permit is void and the commercial site plan application review process must begin again.

**CHECK EVERY BOX THAT IS APPLICABLE**

**REQUIRED Information at time of submittal**

A complete application package shall include information on the following items.

- 1. A completed Commercial Site Application along with a \$50.00 fee (checks shall be made payable to the Madison County Commission).
- 2. Hydrologic and hydraulic calculations report for appropriate design conditions and facilities, including detention/retention facilities, and reservoir routing calculations.  
**Report must be in PDF format on thumb drive.**
- 3. (1) Site Plan hardcopy, 24" x 36" and construction drawings for review & markup purposes stapled and bound.
- 4. Site Plan and construction drawings in PDF & .DWG CAD format at time of submittal on **A thumb drive.**

## **REQUIRED ON PLANS**

- 1. Plans stamped by a **Professional Engineer** registered in the **State of Alabama**.
- 2. Site address, Name/Address of Owner, Name/Address of engineer.
- 3. Location of the nearest fire hydrant.
- 4. Vicinity Map. (With site parcel boundary referenced on Map)
- 5. ADEM Permit if total land disturbance is 1 acre or greater. (Actual Permit or confirmation of application)
- 6. Best management practices (erosion and sedimentation control measures).
- 7. ADA/Handicap accessibility features, if applicable.
- 8. Existing property or parcel boundary with reference to deed.
- 9. Show existing Right of Way. "Right of Way dedication may be required."
- 10. Show Minimum Building Line. (35' MBL off the Right of Way Line for "Local County" Roads, 50' MBL off of right of Way Line for Roads Classified as "Collector" and Arterials".)
- 11. Sites with connections to State Right of Way will require an ALDOT permit for access. Site Plan must Include a note that requires the Owner to coordinate with ALDOT for access permitting. No "Certificate of Occupancy" will be issued until the site access is Constructed in accordance with the ALDOT permit, as applicable.
- 12. Existing and proposed contours at intervals no greater than 1 foot with at least one benchmark required, including reference to horizontal datum and the elevation relative to National Geodetic Vertical Datum (NGVD). Contours shall extend to the centerline of all roads/streets bordering the Site and 50 feet from site beyond the boundary of the property.
- 13. A delineation of Wetlands and any other condition significantly affecting the site.

**DO NOT GET SIGNATURES UNTIL PLANS HAVE BEEN REVIEWED & APPROVED BY MADISON COUNTY**

**REQUIRED CERTIFICATES "ON PLANS"**

**(Signatures required on site plans only, not this application)**

**Flood Zone Certificate – REQUIRED on Plans**

I, \_\_\_\_\_, the engineer of record, certify that, by graphic overlay only, the proposed site shown hereon is within flood hazard area [insert flood hazard area as required] shown on the most current FEMA map for Madison County. The base flood elevation for the proposed structure is \_\_\_\_\_ ft. I further certify that the proposed site show hereon complies in all respects with the Madison County Flood Damage Prevention Ordinance, as last revised.

Firm Panel #: \_\_\_\_\_

Engineer Name: \_\_\_\_\_

Dated: \_\_\_\_\_

AL License #: \_\_\_\_\_

**AASHTO Certificate – REQUIRED on Plans**

FURTHER I CERTIFY THAT THE INTERSECTION SIGHT DISTANCE OF ANY ROADWAY CONSTRUCTED IN CONJUNCTION WITH THIS PROJECT MEETS OR EXCEEDS SPECIFICATIONS AS SET FORTH IN THE PREVAILING AASHTO STANDARDS TO THE BEST OF MY KNOWLEDGE AND BELIEF.

\_\_\_\_\_  
Engineer of Record, Engineer Name, AL PE # \_\_\_\_\_

\_\_\_\_\_  
DATE

**DO NOT GET SIGNATURES UNTIL PLANS HAVE BEEN REVIEWED & APPROVED BY MADISON COUNTY**

- Certificate of utility availability for Electric/Gas/Water and Sanitary sewer service.  
These are the **REQUIRED** certificates that must be on the Site plan  
**(If Applicable)**

**HUNTSVILLE UTILITIES (Electric)**

The Electric Department has reviewed the required submission material for the proposed **COMMERCIAL SITE** in sufficient detail to determine that service can be made when Improvements are completed. "AS Built" construction plans will be submitted to Madison County.

**THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_**

\_\_\_\_\_  
**NAME / TITLE**

1. HUNTSVILLE UTILITIES ELECTRIC DEPARTMENT WILL PROVIDE SERVICE ACCORDING TO ITS STANDARD SERVICE RULES AND REGULATIONS
2. THE COST OF ANY RELOCATION OF HUNTSVILLE UTILITIES REQUIRED DUE TO THIS PROJECT MUST BE PAID BY THE OWNER / DEVELOPER

**HUNTSVILLE UTILITIES (Gas)**

The Electric Department has reviewed the required submission material for the proposed **COMMERCIAL SITE** in sufficient detail to determine that service can be made when Improvements are completed. "AS Built" construction plans will be submitted to Madison County.

**THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_**

\_\_\_\_\_  
**NAME / TITLE**

- 1) HUNTSVILLE UTILITIES ELECTRIC DEPARTMENT WILL PROVIDE SERVICE ACCORDING TO ITS STANDARD SERVICE RULES AND REGULATIONS
- 2) THE COST OF ANY RELOCATION OF HUNTSVILLE UTILITIES REQUIRED DUE TO THIS PROJECT MUST BE PAID BY THE OWNER / DEVELOPER

**DO NOT GET SIGNATURES UNTIL PLANS HAVE BEEN REVIEWED & APPROVED BY MADISON COUNTY**

**CERTIFICATE OF APPROVAL BY (Name of Company)**  
**WATER DEPARTMENT**

THE UNDERSIGNED, A DULY AUTHORIZED REPRESENTATIVE OF  
(                     Name of Provider                     )  
HAS REVIEWED THE REQUIRED SUBMISSION  
MATERIAL FOR THE PROPOSED COMMERCIAL SITE IN SUFFICIENT DETAIL TO  
DETERMINE THAT SERVICE CAN BE MADE AVAILABLE.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NAME / TITLE

**CERTIFICATE OF APPROVAL BY (Name of Provider)**  
**SANITARY SEWER**

THE UNDERSIGNED, A DULY AUTHORIZED REPRESENTATIVE OF  
(                     Name of Provider                     )  
HAS REVIEWED THE REQUIRED SUBMISSION  
MATERIAL FOR THE PROPOSED COMMERCIAL SITE IN SUFFICIENT  
DETAIL TO DETERMINE THAT SANITARY SERVICE CAN BE MADE AVAILABLE.

THIS THE \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NAME / TITLE

**REQUIRED** before Inspection Department will be notified of approval.

1. Signature on approved plans for Electric and/or Gas / Water and/or Sanitary sewer service as required has reviewed and determined that service can be made available.
2. (2) Hard copies of Approved & Signed plans: 1 for the Engineer and 1 for the Builder
3. PDF of APPROVED Site Plan