



Jefferson County Alabama
Department of Development Services

SITE PLAN ACCEPTANCE CHECKLIST (Minimum Information Requirements)

1. Format And Submission Requirements

___ Submit site plans and all other associated documentation through the Accela Portal / Digital Plan Room, which can be found [here](#). The site plans and associated documentation need to be submitted in a PDF format.

2. Sources, Certifications and Contact Information

___ Name, address, email address and phone number of the owner, developer, and engineer.

___ Site plan sealed by a qualified, registered professional engineer.

___ Boundary survey and description by a registered professional land surveyor.

___ Flood panel (FIRM) map number referenced for the project property.

___ Adverse Effects Letter (i.e., a report from the engineer concerning the effects and requirements of the project's development due to drainage).

3. Map Information

___ Project title.

___ Vicinity map.

___ Standard engineering scale.

___ North arrow.

___ Legal tie to property, including ¼-section tie, section, township, and range.

___ 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.

___ 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).

___ Identification of the specific use to which the property and any/all buildings will be put.

___ 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.

___ Show the location and detail of all new signs.