

JEFFERSON COUNTY, ALABAMA

Major Development Checklist, Notes and Information



A **Major Development** is any proposed new structure or addition to an existing structure that will cause a change in the topography of a proposed site and 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 Development Services (DDS).

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 **Driveway 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 should be included in this plan for the County.

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

Contact the Stormwater Management Division of DDS at (205) 325-5321. For sites disturbing more than one (1) acre, contact the Alabama Department of Environmental Management (ADEM) at (205) 942-6168 as a separate permit will be needed.

Sanitary Sewer/Septic System Approval

If the proposed development is on sewer, contact the Environmental Services Department for sewer approval at (205) 325-5801 or contact the Health Department for septic system approval at (205) 930-1230.

Building Permit

Submit building plans to Jefferson County DDS. We accept electronic and paper copies, at this time. Contact the office at (205) 325-5638 for their requirements.

Federal Permits

The project engineer is required to provide to Jefferson County any applicable Federal Permits such as Federal Emergency Management Agency, Fish and Wildlife, US Army Corps of Engineers, ect. permits prior to plans being approved by Jefferson County.

Contractors, Developers, and Owners – While we are happy to answer questions or check on the status of your review, please understand that the Plan Reviewers 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.

Highway Access

If the proposed 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 by contacting Development Services, Stormwater Division at (205) 325-5638. If it is, a Floodplain Development Permit may be needed.

Verify Zoning

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

Adverse Effects

Submit an "Adverse Effects" letter from the engineer describing the drainage requirements of the development.

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, phone number and email address 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 Sewer or Septic System:

- ___A. A signed copy of the sanitary sewer plan and profile from Jefferson County Environmental Services inserted in the plan set and/or a copy of the sanitary sewer impact fee receipt from Jefferson County Environmental Services
- OR**
- ___B. Approval from the Jefferson County Health Department for septic system (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 review of 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. We will also need a PDF copy of the plans for electronic review.

8. Jefferson County standard construction notes are required on all sets of plans (see Standard Construction Notes).

9. If the project site is over one (1) acre, an Alabama Department of Environmental Management (ADEM) permit is required. Contact (205) 942-6168 for more information. The cover sheet showing the ALR # issued shall be included with the site plan submittal.

STANDARD CONSTRUCTION NOTES (required on all plans)

1. General Notes:

- A. The Contractor and/or Developer shall notify the Jefferson County Department of Roads & Transportation (849-2315) at least three days prior to performing any work within the County maintained road right of way, or that must otherwise be inspected and approved by the County Roads & Transportation Department. Failure to notify the County Roads & Transportation Department of any work performed within the road right of way shall be grounds for the County Engineer to stop work and require removal and/or re-construction at the Contractor/Developer's expense.
- B. All construction shall be done in accordance with Jefferson County Subdivision and Construction Specifications.
- C. The Contractor and/or Developer shall be responsible for the installation and maintenance of erosion and sedimentation controls during construction for the protection of adjacent properties, roadways, and waterways.
- D. The Contractor and/or Developer are responsible for providing a construction site free of drainage problems.
- E. All utility cuts within the road shall be back filled with stone in accordance with Article 6 of the Jefferson County Subdivision and Construction Regulations.
- F. All utility construction within the road right of way shall be permitted in accordance with Article 6 of the Jefferson County Subdivision and Construction Regulations before any work is allowed. Contact County Roads and Transportation Department utility coordination personnel, at 325-5128 for more information concerning the necessary permits and requirements for this construction

- G. All existing and required public road rights-of-way and easements are 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 rights of way or easements without prior plan approval by the County Department of Roads & Transportation.
- H. Roadway grading operations shall be limited to the approved plan requirements. Any further grading operations involving additional excavation or fill shall not be allowed within Jefferson County rights of way and easements.
- I. 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 rights-of-way or easements.
- J. All drainage structures within an existing or proposed Jefferson County right of way shall be cast-in-place and meet or exceed ALDOT specifications. This comment does not apply to rights of way within proposed subdivisions.

2. Traffic control notes:

- A. The Contractor shall install and maintain temporary traffic control devices for all roadway or driveway construction located along County maintained roads in accordance with the approved plans and the latest edition of the Federal Manual on Uniform Traffic Control Devices (MUTCD) Part 6.
- B. Permanent roadway signs or temporary construction signs which are not applicable or inappropriate for the prevailing conditions shall be covered or removed.
- C. The dimensions shown or specified for locating construction signs are nominal. The signs shall be located to best fit existing conditions and provide maximum visibility to motorists.
- D. The Contractor shall take every reasonable precaution to provide for the safety of the traveling public and the workers on site. If conditions are found to be hazardous by County personnel, the Contractor shall immediately take remedial action to eliminate the hazardous conditions.
- E. Travel lanes may not be reduced to less than 10 feet. If construction limits abut or encroach on the travel lane of a road open to traffic, it will be necessary to close the lane in accordance with the plans and MUTCD typical applications, unless otherwise approved by County personnel.
- F. The Contractor shall keep open roadways clean and free of construction debris, dirt, loose gravel, or other objectionable material that may cause hazardous driving conditions.
- G. Traffic control devices shall be in good condition and meet the standard material and installation requirements specified in the latest editions of the ALDOT Standard Specifications for Highway Construction and Standard and Special Drawings. Construction sign retro-reflectivity shall meet MUTCD standards.
- H. Roadways and driveways shall remain open during construction, unless the closure is made part of the plans or is approved by County personnel.

3. Erosion and Sedimentation Control Notes:

- A. Erosion and Sedimentation Control (ESC) plans, including ESC calculations, ESC measures, and ESC details are prepared based upon Article 13, of the "Jefferson County Subdivision Regulations". If any aspect of the site plan requirements is not specifically addressed in Jefferson County's, Article 13, then the ESC calculations, ESC Measures, and the ESC details must conform to the most recent

edition of the "Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas", prepared by the Soil and Water Conservation Committee.

- B. A copy of the accepted erosion and sedimentation control plan shall be available at the job site. Copies of all monthly reports and all accidental discharge reports, as submitted to ADEM, must also be kept at the job site and must be available for inspection by the Director of DDS or his/her designee.
- C. The person(s) proposing to conduct any land disturbing activity, an agent, contractor, or other representative of such person, must contact DDS at least five (5) business days before the commencement of such land disturbing activity, to advise DDS of the commencement of the land disturbing activity. The DDS Director or his/her designee may, for good cause, allow such person, agent, contractor, or other representative to contact him/her nearer to the date of the commencement of the land disturbing.
- D. The angle for graded slopes and fills shall be no greater than the angle that can be retained by vegetative cover, or other adequate erosion control devices or structures. Within fourteen (14) days of a slope or fill that has been graded or the completion of such grading, or phase of grading, be planted or otherwise provided with ground cover, materials, devices or structures sufficient to restrain erosion. The Best Management Practices (BMPs) shall remain in place in accordance with the BMP Plan until the graded slope or fill is stabilized.
- E. Adequate protective measures shall be provided for the containment of hazardous substances and any other materials that may pollute the MS4. Petroleum products, lubricants, paints and all other hazardous substances shall be stored in accordance with SPCC regulations. These substances shall be stored away from all storm drains, ditches and gutters in water tight containers. Disposal of these materials shall be in accordance with ADEM Regulations. Contractors shall provide adequate trash containers, on site, for disposal of construction materials and the contractor shall be responsible for preventing trash from the site to enter into the storm drainage system or move offsite.
- F. All control measures shall be checked and repaired monthly in dry periods and within twenty-four (24) hours after any rainfall at the site of 0.75 inches or greater, within a twenty-four (24) hour period. During prolonged rainfalls, daily checking and repairs shall be made as necessary. The permittee shall maintain written records of such checks and repairs and those records shall be subject to the inspection of the DDS Director or his/her designee at any reasonable time.
- G. All potentially hazardous materials shall be properly stored and may not be exposed to rain or stockpiled. All containers are to be closed and stored or placed in a covered area. All excess or waste materials are to be properly disposed of and trash and waste must be disposed of every ten working (10) days, at a minimum.
- H. BMP erosion control measures shall be maintained as an effective barrier to sedimentation and erosion in accordance with the provisions in Article 13 of *Jefferson County Subdivision & Construction Regulations*.
- I. To provide adequate storage volume for the next rain and to reduce the pressure on the silt fencing, sediment deposits must be removed when they reach a depth of 15 inches or ½ the height of the silt fence as installed.
- J. Silt fencing fabric that is collapsed, torn, decomposing, or becomes ineffective must be replaced as necessary.
- K. There shall be no distinctly visible floating scum, oil, or other matter contained in the stormwater discharge. The stormwater discharge to an MS4 must not cause an unnatural color (except dyes or other substances discharged to an MS4 for the purpose of environmental studies and that do not

have a harmful effect on the bodies of water within the MS4) or odor in the community waters. The stormwater discharge to the MS4 must result in no material in concentrations sufficient to be hazardous or otherwise detrimental to humans, livestock, wildlife, plant life, fish and aquatic life in the community waters.

- L. When the land disturbing activity is finished and stable vegetation or other permanent controls have been established on all remaining exposed soil, the owner of the land where the land disturbing activity was conducted, or his/her authorized agent, shall notify DDS and request a Final Inspection. DDS shall then inspect the site within five (5) working days from the date of the notice.
- M. A Certificate of Occupancy (CO) or a Certificate of Completion (CC) shall not be granted until the land disturbing activity is finished, stable vegetation or other permanent controls have been established on all exposed soil, and a final inspection has been performed for the project.

PLAN ACCEPTANCE CHECKLIST

Any Site Plans submitted to DDS must include the following:

1. LETTER OF TRANSMITTAL

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

- A. Name of project
- B. Name, address, phone number of Owner, and/or Developer
- C. Name, address and phone number of Engineer
- D. Number of copies being submitted
- E. Short description of submitted project

Documents delivered without a Letter of Transmittal will be deemed incomplete and rejected.

2. FORMAT AND SUBMISSION REQUIREMENTS

- A. Site plan are to be submitted in 24" x 36" format ONLY;
- B. Minimum of five (5) complete plan sets required for Jefferson County to review any project with a PDF copy of the plans on a CD or DVD. (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).

3. SOURCES, CERTIFICATIONS AND CONTACT INFORMATION

- A. Name, address, email address, and phone number of the 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).

4. 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.
- J. Show the location and detail of all new signs.

5. PLAN REQUIREMENTS FOR WORK ON COUNTY MAINTAINED ROADS

The following items are required as part of the site plans that a developer submits for approval of any development that includes work within County ROW 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
- ___ E. Proposed pavement structure should match that of the existing pavement.
- ___ F. 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.
- ___ G. The minimum wearing surface lay-down rate is 165#/SY (1.5")
- ___ H. 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
- ___ I. Drainage section of any structure that is being affected within the right-of-way

NOTE: Design Criteria shall be determined by the road classification and design speed established by the Roads and Transportation Department. 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.

FEES

DDS will charge a Plan Review Fee of fifty (\$50.00) per submission after the 1st review. Each subsequent submission (which requires review by DDS) 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 to DDS, before any Zoning Approval will be issued. Please contact the office of DDS at (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 A300 | (205) 325-5801 |
| Impact Fee Office (Env. Services) | 3 rd floor of the courthouse annex Suite A300 | (205) 325-5138 |
| Development Services (Zoning, Floodplain, Site Plan Review, Building Permits and Stormwater) | 2 nd floor main courthouse Room B200 | (205) 325-5638 |
| Traffic Engineering (Roads & Transportation) | 2 nd floor of the courthouse annex Suite A200 | (205) 325-5659 |
| Utilities Department (Roads & Transportation) | 2 nd floor of the courthouse annex Suite A200 | (205) 325-5128 |