



**SITE DEVELOPMENT APPLICATION FOR DRT SUBMITTAL
ENGINEERING SERVICES DEPARTMENT**

161 North Ross Street
Auburn, AL 36830

(334) 501-7390 ~ Fax: (334) 501-7294

Applicant Name: _____	Project Name: _____
Mailing Address: _____	Site Address: _____
_____	Phone Number: _____
Engineer's Email Address: _____	

Please provide any additional email addresses below, for people who should be copied on the DRT comments letter:

A COPY OF THE DEED TO THE SUBJECT PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION. If the applicant is not the owner, then a letter allowing the applicant to act as an "authorized agent" must be on file. All associated fees will be charged to the applicant unless otherwise arranged.

General Location: _____

Gross Area of Subject Property: _____ Number of Individual Units (If residential): _____

Current Use: _____ Current Zoning District: _____

Proposed Use: _____

Is the proposed development to be on an existing lot of record? Yes No

Is the proposed development on a designated corridor? Yes No

Required Documents

For a complete list of the submittal requirements, see section 1.3.4 of the Engineering Design and Construction Manual.

DRT Submittals can be made online through the Auburn Permit Portal. The portal can be found at <https://webgis.auburnalabama.org/permits>.

For site development projects an approved site plan, approved engineering plans and an approved landscape plan (pursuant to regulations in Section 802.12) are required before release of the zoning certificate. Additionally, all erosion & sediment control measures and detention (if required) must be installed and approved prior to release of the zoning certificate.

I, the applicant, certify that all of the above facts are true and correct to the best of my knowledge. I understand that any development approval(s) granted pursuant to this application shall be subject to all applicable regulations of the City of Auburn, and that such approval(s) shall expire unless construction has commenced within eighteen (18) months following date of approval.

Applicant's Signature:	Date:
Applicant's Name (Please print):	

----- FOR OFFICE USE ONLY -----	
Received By:	Date:
Submittal Approved? Yes <input type="checkbox"/> No <input type="checkbox"/> Comment (if rejected):	
DRT Meeting Date:	

DRT Checklist for Site Development Construction Plans



Project Name: _____ **DRT Case No:** _____

This checklist must be submitted with every set of engineering construction plans for site developments (conditional & permitted use projects). All items on the checklist shall be addressed. If the item is not applicable to this project check the box next to the item labeled "N/A", and provide comment. Items preceded by an asterisk (*) are required for the submittal to be considered complete. If one of these items is missing from the submittal without a valid explanation, the entire submittal will be rejected. Note that this checklist is not intended to be all-inclusive, and fulfillment of this checklist does not alleviate the obligation of the designer to meet all City of Auburn code, regulations, ordinances, and specifications. The purpose of this checklist is to facilitate a more efficient plan review process for the designer and the review team.

Description	Check	N/A	Comments
Required Plan Sheets			
These are the basic sheets we expect to see in a set of plans. Some sheets may be combined on certain projects, or have different names (for example, water and sewer shown on one utility plan sheet for small projects).			
* Title/Cover Sheet			
* Project Notes			
* Existing Conditions/Demo Plan			
* Site Plan (engineering)			
* Water Plan			
* Sanitary Sewer Plan			
* Sanitary Sewer Profiles (for public infrastructure)			
* Grading & Drainage Plan			
* Storm Sewer Profiles (for public infrastructure)			
* Erosion & Sediment Control Plan (typically 3 phases)			
* Street Plan & Profiles (for public infrastructure)			
* Miscellaneous Details, Cross-sections & Other Sheets			
* City of Auburn Standard Details			
Title Sheet			
<small>TITLE SHEET - TITLE SHEET</small> Project Title			
Permit Numbers (USACE & ADEM)			
Relevant Contact Information			
Sheet Index			
Vicinity Map (legible)			
Engineer's Seal			
Project Notes			
<small>NOTES</small> Verify that project notes do not conflict with City of Auburn specifications			
Provide Legend			
Existing Conditions / Demo Plan			
<small>DEMO--DEMO--DEMO--DEMO--DEMO--DEMO--DEMO--DEMO--DEMO--DEMO--DEMO--DEMO</small> Include North arrow			
Show locations of existing structures			
Indicate if structures are being removed			
Show existing topography with clearly labeled contours lines			
Minimum 2ft contour intervals with every 10ft line labeled			
Show existing water features including wetland areas			
Show existing easements and right-of-ways			
Show existing utilities			
Indicate if being removed/abandoned			
Show all property lines			
Show the limits of clearing & grubbing			
Site Plan (engineering)			
<small>SITE PLAN - SITE PLAN</small> Show property lines, building layout, pavement, traffic/parking striping, traffic signs, etc.			
Indicate parking dimensions, lane widths, and corner radii			
Show dumpster location			
Verify Planning Commission resolutions have been met for Conditional Uses			
Water Plans			
<small>W</small> *Required water service submittals prior to or with plan submittal:			
Development Application for Water and Sewer Service			
Backflow Protection Information Sheet			
Fire flow calculations, when applicable (coordinate with WRM Department)			

Description	Check	N/A	Comments
Include North arrow			
If water layout requires multiple pages, include an overall plan sheet			
The following existing water infrastructure should be shown:			
Location, size, and material of all water mains and service lines			
Location and size of all water meters			
Location of the nearest main line valves for isolation of the site			
Location of the nearest fire hydrants			
Location of all blow-off valves and air release valves			
The following proposed water infrastructure should be shown:			
Location, size, and material of all water mains and service lines			
Location and size of all water meters (place at edge of ROW or easement)			
Location of all isolation valves, blow-off valves, and air release valves			
Location of all fire hydrants			
Location of FDC within 125 ft of a fire hydrant			
Location of all backflow prevention devices, and vaults			
Location of all bends, tees, and fittings (specify type and degree)			
Location and detail of all necessary thrust restraint			
Location of vault drain to grade or to storm sewer			
Show all existing and proposed easements			
Provide a general layout of other utilities (existing and proposed)			
Clearly differentiate between existing and proposed utilities			
Detail all main line connections. Show tap configuration and fittings.			
Provide backflow prevention for all main line connections			
Provide estimated static pressure (normally 820 - FFE / 2.31)			
Use pressure reducing valves where static pressure > 70 psi			
Size pipes to maintain a velocity not to exceed 10 ft/sec			
Provide minimum cover of 30 inches for lines 8 inches and smaller			
Provide minimum cover of 36 inches for lines larger than 8 inches			
Provide minimum 18 inches vertical separation where water & sewer cross			
Provide minimum 10 feet horizontal separation between water & sewer lines			
Provide sprinkler count			
Provide the following notes where applicable:			
"Existing services to be abandoned shall be terminated at the main."			
"Notify AWWB of any scheduled outages 7 days prior to the outage."			
"Only AWWB personnel are authorized to operate AWWB valves."			
Sanitary Sewer Plans			
*Required sewer service submittals prior to or with plan submittal:			
Development Application for Water and Sewer Service			
Grease Trap Sizing Worksheet			
Approved pump station design (coordinate with the WRM Department)			
Include North arrow			
If sewer layout requires multiple pages, include an overall plan sheet			
Show all existing and proposed easements			
Provide a general layout of other utilities (existing and proposed)			
The following existing sewer infrastructure should be shown:			
Location of all manholes with rim, and all invert elevations provided			
Location, sizes, materials, and slopes of all sewer mains and laterals			
Location, and size of grease traps and/or oil & grit separators			
The following proposed sewer infrastructure should be shown:			
Location of all manholes with rim, and all invert elevations provided			
Location, sizes, materials, and slopes of all sewer mains and laterals			
Location and size of grease traps where required			
Location and size of oil & grit separators where required			
Location of cleanouts at the edge of ROW or easement			
Clearly differentiate between existing and proposed utilities			
Label all manholes and pipes (correspond with labels on profile sheets)			
Provide contours or specify finish floor elevations			
Indicate how existing sewer mains or services are to be abandoned			
Manholes shall be locked down if less than 1 foot above the 100-yr BFE			
Public sanitary sewer main requirements:			
Manholes shall be located in the center of the street where possible			

Description	Check	N/A	Comments
Design sewer lines for maximum capacity at half full			
DIP required where cover is greater than 12 feet or less than 3 feet			
DIP required where less than 2 feet of clearance between utilities			
DIP required within the 100-yr BFE or where bouyancy is a concern			
Provide consistent pipe material between manholes			
Minimum slope requirements:			
4"=2%, 6"=1%, 8"=0.60%, 10"=0.35%, 12"=0.30%			
Provide a minimum 0.10' drop across all straight through manholes			
Provide a minimum 0.25' drop across all turning manholes			
Manhole spacing should not exceed 400 feet			
Services tied into mains shall have a 3 feet minimum separation			
Service lines should connect to manholes where possible			
Use standard 4 inch drop for service lines into manholes			
Service lines angled against the flow use a minimum 6 inch drop			
If angle against the flow >135 degrees connect lateral directly to main			
No more than four laterals connected to a pass through manhole			
No more than five laterals connected to a beginning manhole			
Cleanouts to be located in traffic rated enclosure in paved areas			
Backflow prevention is required when any sewer portion of a building is less than 12 inches above the rim elevation of the nearest upstream manhole.			
Such lots shall be identified on the plans and the plat.			
Sanitary Sewer Pipe Profiles			
Indicate pipe material, size, slope and length			
Show all utility crossings			
Show existing and proposed grades			
Show all rim and invert elevations			
Show outside drop manhole where drop is 2 feet or greater			
Label all manholes and pipes (correspond with labels on plan sheets)			
Show existing mains and structures at all connection points			
Clearly differentiate between existing and proposed utilities			
Clearly differentiate between material types			
Grading & Drainage Plans			
Include North arrow			
If plans require multiple pages, include at least one overall plan sheet			
Show existing topographic contours			
Maximum 2ft contour intervals with every 10ft line labeled			
Used lighter or dashed line type for existing contour lines			
Show proposed contours			
Maximum 2ft contour intervals with every 10ft line labeled			
Proposed contour lines should tie-in to existing contour lines			
Show streams and other water features			
Show stream & wetland buffers			
Show 100-yr flood plain boundaries			
Indicate minimum FFE's for lots adjacent to water features			
Show all existing structures, utilities, and easements that will remain			
Show mitigation areas			
Indicate steep slopes (City of Auburn Zoning Ordinance)			
Show curb & gutter (2ft City of Auburn Std. C&G)			
Show all storm water inlets			
Max access spacing 500ft for 15in to 48in pipe (for public infrastructure)			
Max access spacing 800ft for 54in or greater (for public infrastructure)			
Double-wing inlets only used in sags (for public infrastructure)			
Show all proposed culverts			
Indicate type and dimensions			
Show headwalls and energy dissipaters			
Show all storm sewer pipe			
Show headwalls at discharge points			
Show all manholes and junction boxes			
Extend discharge points at least 10 ft beyond building lines			
Show rip-rap or other energy dissipators at discharge points			
Show all proposed drainage & utility easement			

Description	Check	N/A	Comments
Collector or arterial (or other special) striping			
Show details for improvements to off-site infrastructure Turn lanes - including buildup and striping (meet with City on widening) Off-site sewer, water, or storm water improvements			
Detention outlet control structure details			
Culvert details			
HDPE installation details (for public infrastrucutre)			
Tail ditch and/or swale details			
Traffic control plan and detour plan			
Proposed street classifications & buildups (for public infrastrucutre)			
City of Auburn Standard Details			
Include all relevant City of Auburn standard details with the final plans			
Miscellaneous Design & Submittal Requirements			
The following shall be included with the initial DRT submittal, when applicable:			
1. Electrical plans for required pedestrian lighting			
2. Traffic Impact Study			
3. Sight distance analyses			
4. Design standards waiver requests			
No trees shall be within 10ft of center lines of utilities			
The following note should be added to all utility plans and plats ²			
Easements shall be the greater of 20ft or 2 times the depth to the bottom of the utility. Easement widths shall be in increments of 10ft.			
Slope and grades of easements shall be passable by vehicles (maximum easement cross slope of 4:1)			
All topography should be relative to MSL (no assumed datum)			
Utility stub outs for future development should be placed in easements extending to the edge of the property line			
There are no points of storm water discharge from the property that exceed the pre-development conditions at those points			
¹ <ul style="list-style-type: none"> a. Any area that has been disturbed and will remain so for more than 13 days shall be seeded and mulched within 5 days of being disturbed. b. Additional BMPs may be required by the QCP and/or City of Auburn over the course of the project to minimize sediment release from the site. c. All BMPs shall be designed and installed in accordance with the Alabama Handbook for Erosion Control, Sediment Control, and Stormwater Management on Construction Sites and Urban Areas and the City of Auburn standard erosion and sediment control details. d. The use of floc-blocks, polyacrylamide (PAM), or other settling enhancement materials may be required by the QCP or City of Auburn during the course of construction to minimize turbidity and sediment release from the site. e. Remove all temporary BMPs upon submittal of Notice Of Termination to ADEM. f. Any dewatering operation must be properly filtered prior to discharge. ² <ul style="list-style-type: none"> a. No permanent structures may be constructed or placed on easements. b. Fences may be erected perpendicularly across the easement provided there is a minimum 12-foot wide access gate installed. If the gate is to be locked there must be a City-approved lock installed in conjunction with the owners lock. c. No trees shall be planted within 10 feet of utilities. 			

SIGNED: _____
(engineer of record)