

Are all plan reviews to be submitted online? Yes

Who should I contact if I have questions regarding the Plan Review process?

Call 251-620-1700 or stop by City Hall located at 1705 Main Street, Daphne Alabama 36526.

What is the average review period for Plan approval?

A complete application typically takes 30 days from the date of submission for review; however, it depends upon the complexity of the request.

Who reviews the Site Plan and/or Subdivision Plat?

Community Development, Public Works, Building Inspections, Fire Marshal, Daphne Utilities, Riviera Utilities, Belforest Water, Park City Water, and applicable county, state and/or federal authorities.

What is the general process for Commercial Site Development or Redevelopment?

1. Submit application on Daphneal.com through the online portal.
2. City staff and utility departments review the application and supplemental material, construction plans and collaborates with design engineer or qualified professional to revise plans in a manner to meet applicable local, state and federal requirements.
3. Planning Commission reviews application at Site Preview Meeting and vote at the Regular Meeting (See Calendar for meeting dates).

What should I do after receiving Plan Approval from the Planning Commission?

After approval, the applicant should contact the Planning Coordinator, Jan Allen, at 251-620-1702 to schedule a Pre-Construction conference between the contractor, developer and city staff/utilities. This is a question-and-answer session where we discuss the expectations of involved parties. This meeting is a prerequisite for obtaining a Permit.

I've heard that a Site Disturbance Permit is necessary for me to begin moving dirt and beginning the construction process. How do I get one?

Yes, this is true, not to be confused with the Land Disturbance Permit, the Site Disturbance Permit is necessary to begin the construction process. After the Pre-Construction conference, applicant submits Site Disturbance Permit application and supplemental information online in the Portal. Some items to be uploaded include:

1. Cost Estimate from the Engineer; and if Landscape improvements are required, a cost estimate from the Landscape Architect;
2. Contractor must have City of Daphne Business License (license number required);
3. Fee (for site work only, non-vertical costs) will be assessed and an invoice emailed once the site disturbance permit requisite documents have been found satisfactory:
 - a. Residential development: (\$20 application fee plus \$5.00 for each \$1,000 of site work value of improvements);
 - b. Commercial development: (\$20 application fee plus \$6.00 for each \$1,000 of site work value of improvements);
4. Any applicable state and/or federal permits.

Community Development issues the site address, reviews the application and grants the permit. We also provide notice of permitting to other departments.