

# Engineering Department

September 30, 2014

**RE: Tier 1 Land Disturbance Packet**

Dear Professional Engineer:

This is the Tier 1 packet, for land disturbance projects, one acre or greater.

**Documents for Professional Engineer at Time of Submittal:**

These documents are for your use to submit the land disturbance permit application.

- TIER 1 Land disturbance checklist
- TIER 1 Land disturbance certification
- Land disturbance permit application
- Contact Information Sheet

**Documents for Contractor Before the Permit can be issued:**

A surety is required in accordance with the Storm Water and Flood Management Ordinance for Tier 1 land disturbance projects. **The permit will not be issued until the surety requirement is met.**

- Contractor letter and bond for security

**Documents (if applicable) for Developer/Owner and/or Contractor:**

If a Right of Way Permit application is not being submitted simultaneously with the land disturbance permit, the engineer must submit this acknowledgment letter from the developer/owner, and contractor, if identified.

- Right of Way Permit Notification Letter

**Documents for Professional Engineer at Time of Project Completion:**

To initiate final engineering and right-of-way inspections, for a temporary or permanent Certificate of Occupancy, one of the following documents must be submitted to Central Permitting:

- As-built certification for ROW Work and Subdivisions, and as-built plans
- As-built certification for Commercial and Residential Site Work, and as-built plans

If you have any questions, call the Engineering Department at 251-208-7810 and ask for George Davis, Julia Miller or myself or email [land.disturbance@cityofmobile.org](mailto:land.disturbance@cityofmobile.org) with questions.

Sincerely,

Rosemary Ginn Sawyer, PE, CFM  
Assistant City Engineer

## **Land Disturbance Application**

**(Required for any increase in impervious area, including building additions)**

**A Tier 1 Land Disturbance application must include seven (7) complete plan sets. A complete plan set includes the following: site grading & drainage plans, site plan, and landscape and tree plan.**

**Site grading and Drainage Plan:** The plans are to be signed and sealed by a licensed, Alabama professional engineer, showing pre-construction and final grade elevations. The plans should include sufficient storm water calculations, project narrative, erosion control plans, a storm water detention system maintenance plan, as well as a Land Disturbance Application, with Certification and Checklist.

**Site Plan:** The site plan should be signed and sealed by an Alabama registered design professional or public land surveyor. The site plan should include the following: scale, north arrow, current zoning of the site and adjacent sites, sidewalks (existing and proposed), legal description, dumpster, parking (with typical dimensions), drives (including dimensions of aisle widths and radii), existing and proposed structures, address, vicinity sketch and the proposed use of the building.

**Tree and Landscape Plan:** The Landscape Plan must illustrate compliance with the City of Mobile's Zoning Ordinance, for review by Planning, and be signed by the owner. Plan must also illustrate any existing 24" and larger live oaks.

**Land Disturbance Checklist:**  Land Disturbance Application,  Land Disturbance Certification & Checklist,  Plan Submission Contact Information Sheet,  7 Complete Plan Sets,  Plan Review Fee (if submitted independently of construction plans).\*

**Plan Review Status and Plan Revisions:** Revisions should be clouded, and send only the affected pages; seven copies of each affected page must be submitted.

**Plan Review Fees:** If the Land Disturbance application is submitted independently of the building plans, the initial plan review fee is \$101; 1<sup>st</sup> Re-submittal is \$201, 2<sup>nd</sup> Re-submittal is \$501, 3<sup>rd</sup> Re-submittal is \$1001, and 4<sup>th</sup> Re-submittal is \$2001.

\*\* Please note that a land disturbance permit only allows site clearing and preparations; it does not permit footings, reinforcement or foundation work. Additionally, a separate building permit and fee is required at the time the building permit is issued.