

**CITY OF SOUTHSIDE, ALABAMA**  
**BUILDING AND ZONING PERMIT APPLICATION**

All property owners within the City of Southside must apply for and receive a Building and Zoning Permit before undertaking any construction activities, which shall include site preparation and excavation for the construction of new buildings (including accessory or temporary structures), moving any structures onto a property, relocating existing structures on a property, alteration or repair of a structure (excluding painting, interior remodeling, or any alteration or repair activity that will not change the character, size, or position of the structure as it exists on the property). The purpose of this permit process shall be to establish compliance with the Building and Zoning Ordinance prior to the commencement of construction activities. The approval of a Building and Zoning Permit Application by the Enforcement Officer shall not imply or constitute approval for any other applicable permit requirements including, but not limited to, subdivision plat approval, building permits, and septic system approval from the Etowah County Health Department, an ADEM construction permit, and wetland permits from the U.S. Army Corps of Engineers. To apply for a Building and Zoning Permit, please complete the following application and return the form with all necessary supporting documents to City Hall. Incomplete applications will not be processed. For additional information, please call the City of Southside Enforcement Officer at (256) 442-9774 during regular business hours.

**Applicant Information:**

Name of Applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

**Property Information:**

Name of Owner(s), if different from above: \_\_\_\_\_

Street Address of Subject Property: \_\_\_\_\_

Tax Map & Lot Number of Property: \_\_\_\_\_

Size of Subject Property: \_\_\_\_\_ [ ] Acres [ ] Square Feet

Square Feet of Structure: \_\_\_\_\_

Current Zoning Classification of Subject Property: \_\_\_\_\_

Does the Subject Property Contain any Existing Structures? [ ] Yes [ ] No

**Property Information continued:**

Was the Property (if vacant) or Existing Improvements created or constructed prior to the effective date of the Zoning Ordinance?                       Yes    No

Name of Subdivision: \_\_\_\_\_

**Project Information:**

Do you propose to: (Please check all activities that apply to your project)

- Construct a new building or accessory structure on the property?
- Move a new or used structure onto the property?
- Construct an addition to an existing building or accessory structure on the property?
- Move or relocate an existing building or accessory structure to a new location on the subject property?
- Replace or repair a building or accessory structure that was damaged or destroyed by fire or natural hazard?
- Other activity (please explain): \_\_\_\_\_

Please attach one reproducible copy of a site plan showing the proposed project activities. The site plan must show the entire boundaries of the subject property and must be drawn to scale in ink, preferably by a licensed and certified or registered surveyor, architect, or engineer. For single family residential projects, the required site plan may be drawn to scale on a survey plat contained in a closing document or a copy of the tax map showing the subject property. In addition, the site must contain or show the following information as may be applicable to the subject property or project (please contact the Enforcement Officer if you have any questions as whether one or more of the items listed below must be included on your site plan):

- A. A north arrow.
- B. A scale bar.
- C. The length in feet of all property lines.
- D. The outline of all existing buildings or structures and any proposed buildings, structures, or building additions on the property in their proper locations.
- E. The shortest distance in feet from all property lines to the closest point on any existing building, accessory structure, or proposed new construction on the property.
- F. The minimum width in feet (between opposing property lines of the property).

- G. The maximum height in feet of any proposed new structure or addition.
- H. The location of any existing or proposed street access or curb cut.
- I. The location of any existing streams, lakes, ponds, or rivers on the property.
- J. The boundaries of any floodway or 100-year Flood Hazard Area on the property as identified on the Flood Insurance Rate Map.
- K. Any boundaries of the Alabama Power Flood Easement on the property.
- L. The outline and location of any existing or proposed septic system and associated leachfield on the property.

**Requirements of: The Alabama Department of Environmental Management.**

A general NPDES Permit is required from the ADEM for construction activity that will result in land disturbance equal to or greater than one acre or from construction activities involving less than one acre and which is part of a common plan of development or sale equal to or greater than one acre. Any construction of a new home or habitable structure constructed in any subdivision of land is required to have a NPDES Permit before commencement of any activity on the construction site. The City of Southside is required by The Alabama Department of Environmental Management to report any construction activity that has not acquired such permit as non-compliant but The Building Department will issue a building permit for construction on land less than one acre located as a part of a subdivision. The Building Department will not issue a building permit for construction activity if the construction site is equal to or greater than one acre until a NPDES Permit has been furnished to the Building Department along with a Construction Best Management Plan prepared by a Qualified Credentialed Professional (QCP) for effective erosion and sediment control.

Certifications:

Applicant:

I hereby certify and attest that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer to determine the compliance of proposed property construction or improvement activities with the City of Southside, Alabama Building and Zoning Ordinance.

\_\_\_\_\_

Date

\_\_\_\_\_

Property Owner's Signature

-----FOR CITY OF SOUTHSIDE USE ONLY-----

Enforcement Officer's Information:

Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

Application Fee Received: \$50.00 [ ] Cash [ ] Check # \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Decision: [ ] Application Approved [ ] Application Denied

Enforcement Officer's Signature: \_\_\_\_\_

Enforcement Officer's Review Checklist (To be completed by Enforcement Officer Only):

Proposed Land Use: [ ] Compliant [ ] Non-compliant

Lot Size/Area: [ ] Compliant [ ] Non-compliant

Lot Width: [ ] Compliant [ ] Non-compliant

Street Frontage: [ ] Compliant [ ] Non-compliant

Front Yard: [ ] Compliant [ ] Non-compliant

Side Yard: [ ] Compliant [ ] Non-compliant

Rear Yard: [ ] Compliant [ ] Non-compliant

Imperv. Surface [ ] Compliant [ ] Non-compliant

Building Height: [ ] Compliant [ ] Non-compliant

Special Requirements/Conditions (required buffers, setbacks, etc.):

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Other Permit/Approvals Required:

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Approval Conditions (if necessary):

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