

Conditional Approval

A conditional approval may be granted in cases where the remaining issues are few and will not require substantial review time or significant coordination with other departments. If a conditional approval is granted, it is the Applicant's responsibility to address each of the remaining issues to the satisfaction of the respective departments. It is also the Applicant's responsibility to obtain each remaining Department's signature on the DRT Approval Form. Generally, once revised plans are submitted, the applicant can expect a response within seven (7) days.

Continuance

A continuance may be granted (or requested by the Applicant) when there are more than a few outstanding issues and/or the outstanding issues are significant in nature. A continuance may be to a date certain but not to exceed six (6) months from the date of the initial meeting.

Denial

A denial may be issued in situations where outstanding issues are very significant and will require a substantial amount of review time by staff. A denial may also be issued if a continuance beyond six (6) months from the date of submittal is effectuated. If a denial is issued, the Applicant must resubmit plans to the DRT and begin the process again, including the payment of all applicable fees.

1.3.4.2 Pre-construction Meeting

Upon receiving the required number of approved plans and having all departments sign-off on the DRT Approval Form, the project may be scheduled for a Pre-construction Meeting. To schedule a Pre-construction Meeting, the Applicant should contact the Engineering Services Inspections Manager. The Applicant is responsible for ensuring that representatives for the following parties are present at the Pre-construction Meeting:

1. The general contractor
2. The contractor(s) performing the site and utility work for public utilities
3. The engineer of record

For developments constructing public or private streets, the geotechnical consultant and paving contractor should also be present. Representatives from other City Departments will be in attendance at the Pre-construction Meeting as well as representatives from various private utility companies when appropriate. The owner is also encouraged to attend. Typically, a Pre-construction Meeting can be scheduled to occur within one (1) week of the request.

1.3.4.3 DRT Submittal Requirements

Initial DRT application submittals should be made online using the Auburn Permit Portal. The portal can be accessed by directing a web browser to <https://webgis.auburnalabama.org/permits>. Alternatively, a link to the portal can be found on the DRT page of the City of Auburn's web site.

In general, most files should be submitted in PDF format. However, some documents may be better suited as Excel or Word files and may be uploaded in their native formats.

Hard copies are not required, nor recommended, for the initial DRT submittal. If the applicant is unable to produce a full digital submittal through the web portal, the City should be contacted about submitting hard copies.

All applications to the DRT are required to contain the following items:

Initial Submittal:

ALWAYS REQUIRED

- DRT Application for Site or Subdivision developments
- PDFs of the engineering plans sheets
- Checklist for Site or Subdivision Construction Plans
- Site Plan Sufficiency Checklist (for Site Development applications)
- A copy of the deed(s)
- Authorization to Act as Applicant Form
- LID/GI Review Form

REQUIRED WHEN APPLICABLE

- Drainage Analysis Report, stamped by engineer (include Drainage Checklist)
- A copy of relevant permits (ADEM, USACE, ALDOT, etc.)
- A copy of signed, off-site easements or agreements, if applicable
- Electrical plans for any required pedestrian lighting
- Traffic Impact Study
- Pump Station Design Worksheet
- Fire Flow Calculations
- Development Water and Sewer Service Application
- Backflow Protection Information Form
- Grease Trap Sizing Calculation Data Sheet
- Stormwater Quality Review Tool

Final Submittals:

- One (1) hard-copy sets of the final, approved engineering construction plans (signed and sealed)
- PDFs of the final, approved engineering plans
- Final, approved versions of any other documents that were revised from the initial submittal

1.3.4.4 DRT Forms and Checklists

The DRT submittal will not be considered complete unless the appropriate checklists are attached, completed-in-full, and stamped and signed by a licensed professional engineer in the State of Alabama. It is also important to note that the checklists are not intended to be all-inclusive. Therefore the completeness of each checklist does not alleviate the obligation of the designer to meet all City codes, regulations, ordinances, and specifications. The forms and checklists are provided to expedite the review process and provide staff with the basic project information. Not all forms are required for all projects as indicated in the individual form description.

The following checklists and/or worksheets have been made part of this Manual and are attached in Appendix B.

- *Site Development Plans Engineering Checklist (Appendix B-1)* – This checklist must be submitted with every set of engineering construction plans for site developments (conditional & permitted use projects). The checklist must be filled out entirely and stamped by a licensed professional engineer in the State of Alabama.
- *Subdivision Construction Plans Engineering Checklist (Appendix B-2)* - This checklist must be submitted with every set of engineering construction plans for subdivision improvements. The checklist must be filled out entirely and stamped by a licensed professional engineer in the State of Alabama.
- *Site Plan Sufficiency Checklist (Appendix B-3)* – This checklist is to assist in review by the Planning Department and must be submitted with the site plan.
- *Stormwater Drainage Checklist (Appendix B-4)* – This checklist must be submitted for all projects requiring stormwater detention.
- *Stormwater Drainage Forms (Appendix B-5)*
 - Gutter Spread Table
 - Pipe Design Table
 - Pre-Development Conditions Worksheet
 - Post-Development Conditions Worksheet
 - Basin/Sub-Basin Peak Discharge Summary Table