

**City of Dothan, Alabama**  
**Guide to**  
**Development Plans**



**Department of**  
**Planning and Development**

**126 N Saint Andrews Street, Room 305**  
**Dothan, AL 36303**  
**(334) 615-4410**  
[www.Dothan.org](http://www.Dothan.org)

*Updated 5/20/2021*

## **What is a Development Plan?**

*A Development Plan is a detailed site plan document used by the City to determine if a proposed development has been planned consistently with the regulations and intent of the Zoning Ordinance and other City ordinances. It addresses elements such as use, building location and size, site circulation, parking and access, landscaping, building materials, and public improvements.*

## **When is a Development Plan required?**

*A Development Plan is required for all new commercial structures and for additions to existing commercial structures. A Development Plan is not required for single-family or two-family residential construction.*

## **Who may submit a Development Plan?**

*Development Plans may be submitted by the property owner or an authorized representative such as a real estate agent, engineer, or attorney.*

## **Are there costs involved?**

*Yes. There is a non-refundable application fee in the amount of \$100.00 plus an additional \$10.00 per acre of the subject property, not to exceed \$250.00.*

## **Is a public hearing required?**

*Development Plans are reviewed by the Development Review Committee (DRC). The DRC may elect to refer a Development Plan to the Planning Commission for review.*

## **What is the Development Review Committee (DRC)?**

*The Development Review Committee (DRC) reviews all development plans. This committee is made up of representatives from all reviewing agencies.*

## **What is the Planning Commission?**

*The Planning Commission is composed of nine (9) members appointed by the City Commission. They serve three-year terms and are charged with the responsibility of holding public hearings on all matters related to the City's growth and physical development.*

## **Where do I start?**

*Planning and Development staff is available to assist applicants throughout the process. Applicants may request a pre-application meeting to discuss their plans with staff. Contact Planning and Development to make an appointment and discuss submission of the application and supplemental materials. Application fees are collected at the time of submittal.*

## **What happens after the Development Plan application is accepted?**

*Once the submittal is deemed complete, the application will be sent to various departments for review and the required letters will be sent to adjacent property owners. Next, the DRC will meet to review the application. If revisions are required, a letter will be sent to the applicant explaining those revisions. The applicant must submit the revised plans for review. The DRC will review the plans again. If additional revisions are needed, the resubmittal process will be repeated. If approved, an approval letter will be sent to the applicant. Three sets of plans must be submitted for certification. Two sets of certified plans will be returned to the applicant. One of these sets should be submitted with construction drawings upon application for a building permit.*

## **How long is the approval process?**

*The length of the Development Plan approval process depends on several factors, such as whether revisions are required and the length of time it takes for the revised plans to be resubmitted.*

## **Which departments must review the plan?**

*Development Plans are reviewed by the Planning and Development, Engineering Services, Traffic Engineering, Fire, Water, and Electric departments.*

## **How long is an approval valid?**

*Development Plan approvals are valid for one (1) year following the approval date. After this time, the applicant must reapply or request an extension from the DRC.*

## **When does the Development Review Committee meet?**

*The Development Review Committee meets on the second and fourth Thursday of each month at 9:00 a.m. Meetings are held at the Dothan Civic Center, located at 126 N Saint Andrews Street, in the Planning Conference Room.*

## **What is the process for Development Plan approval?**

*The Development Plan approval process can be split into three (3) steps – preliminary discussions with staff, submitting the application, and the Development Review Committee.*

### **Step One: Preliminary Discussions with Staff**

*Contact the Planning and Development department at (334) 615-4410 and make an appointment to meet with a member of the staff to discuss your plans and obtain pertinent facts about the proposed land use, zoning, and adopted plans affecting your property and the surrounding area. This meeting is not required, but it is highly encouraged. Staff assistance is generally available between the hours of 8:00 a.m. and 5:00 p.m. each weekday at our offices located at 126 N Saint Andrews Street.*

### **Step Two: Submitting the Application**

*The completed application and required plans should be submitted to the Planning and Development department. To view and print the application, visit the [City of Dothan website](#).*

*Application fees are paid at the time of filing. Once the application is deemed complete, written notices will be sent to adjacent property owners notifying them of the application.*

### **Step Three: The Development Review Committee**

*The Development Review Committee (DRC) meets to discuss all Development Plan submissions. Most Development Plans may be approved at these meetings.*

*If approved, the Planning and Development department will send the applicant an approval letter. Three sets of plans must be submitted to Planning and Development for certification. Two of these sets will be returned to the applicant. One set of certified plans must be submitted with construction drawings upon application for a building permit.*

# Where do I go?

The addresses for each office you will need to visit are listed below.

|                                                                                                                                                                                                                                                                              |                                                                                                                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Planning and Development</b><br/>Dothan Civic Center<br/>126 N Saint Andrews St.<br/>Dothan, AL 3633<br/>(334) 615-4410<br/><b>Hours:</b><br/>Monday-Friday 8:00am-5:00pm</p>                                                                                          | <p><i>Call to make an appointment to meet with staff, submit the application, and pay application fees.</i></p>                 |
| <p><b>Houston County Revenue Commission</b><br/>County Administration Building<br/>462 N Oates St. – 5<sup>th</sup> Floor<br/>Dothan, AL 36303<br/>(334) 677-4747<br/><b>Hours:</b><br/>Monday-Thursday 7:00am-5:00pm<br/><i>Note: This office is closed on Fridays.</i></p> | <p><i>To request a list of adjacent property owners. This list must be submitted with the Development Plan application.</i></p> |

