

Dear Applicant:

To proceed with this process, you will need to complete a *Baldwin County Zoning Verification Request* through Baldwin County's online CitizenServe portal.

You can access Citizenserve by visiting:

<https://baldwincountyal.gov/citizenserve-portal/>

Property Owners, Agents Authorized by Property Owners, Realtors, Design Professionals (such as architects and engineers), and Contractors may register for the portal. Anyone who registers will be required to upload a PDF copy or photo of their state issued photo ID (such as a driver's license) or a notarized signature.

Once registered, click "Apply Now" in the Planning and Zoning section and select "Zoning Verification Request" as your Project Type.

In the line requesting you to "Describe Proposed Use for the Property/Proposed Structures," type something like "Applying for a liquor license for a _____" [fill in the blank].

Baldwin County Planning and Zoning staff will verify whether the property in question is in the County's jurisdiction or within a municipality's corporate limits. Once the location has been verified, the information will be emailed to the Alcoholic Beverage Control Board in Summerdale and to the County Commission office in Bay Minette. The applicant will automatically receive a copy through email.

Please contact the Baldwin County Citizen Service Center at 251-937-9561 if you have questions about creating a Citizenserve Account.