

Dear Applicant:

Attached is the *Baldwin County Location Verification Request* form. The *Applicant* section and *Site Information* section of this form must be completely filled out, signed and dated by the applicant. **NOTE: You must provide the *Parcel ID Number* for the property where the business will be located.**

The *Baldwin County Commission Location Verification Request* form must be submitted to the Baldwin County Planning and Zoning Department. You can bring or fax the filled out form to one of their following office locations:

Main Office – 22251 Palmer Street, Robertsdale, Alabama 36567
[Fax (251) 580-1656]

Foley Satellite Courthouse - 201 East Section Avenue Foley, Alabama 36535
[Fax (251) 972-8520]

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 faxed to the Alcoholic Beverage Control Board in Summerdale, to the County Commission office in Bay Minette and if requested, copied to the applicant.

The *Baldwin County Location Verification Request* form can also be obtained from one of several locations on Baldwin County's website. You can go to <https://baldwincountyal.gov/departments/planning-zoning> and go under *Forms and Applications*.

