



BALDWIN COUNTY COMMISSION

PLANNING AND ZONING DEPARTMENT

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22251 Palmer Street
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Small-Scale Planned Residential Development (PRD)

Final Development and Site Plan Submittal Checklist

A small scale planned residential development (PRD) is defined as occupying a minimum of five (5) contiguous acres and less than one thousand (1,000) contiguous acres.

This checklist also applies for large-scale planned residential developments if the conceptual plan has been approved by the County.

- _____ Be made on forms available at the offices of the Baldwin County Planning & Zoning Department.
- _____ Be accompanied by the required application fee according to the current schedule of fees established by the Baldwin County Commission for the particular category of application.
- _____ Be accompanied by five (5) sets of plans preferably at a scale of 1" = 100' and two (2) sets of plans on 11 x 17 paper.
- _____ Be submitted to the Baldwin County Planning & Zoning Department in accordance with meeting date and deadline schedules approved by the Baldwin County Planning Commission.
- _____ Be accompanied by a transmittal letter listing all of the drawings, letters, calculations, attachments and other information submitted for the application.
- _____ Be submitted within the effective period of approval as per *Section 9.10.2* of the *Baldwin County Zoning Ordinances*.
- _____ Be accompanied by a stormwater management plan with a schematic diagram of the proposed stormwater collection system and method of retention/detention.

_____ Be accompanied by a statement or narrative on anticipated impacts on any public services as necessary.

_____ Be accompanied by preliminary statements on how maintenance and ownership of common facilities will be handled and maintained.

_____ Boundary of the site shown by a heavy line.

_____ A plan at an appropriate scale demonstrating the following:

1. The location, grouping, distance, dimensions and height of all uses and facilities.
2. In the case of residential development, the number of residential units proposed, their location, number of stories and overall building height.
3. A vehicular and pedestrian circulation system including driveways, walkways, parking areas and streets to be dedicated, if any.
4. A system of open space and/or recreational uses.
5. A written summary of the project including a description of the development design concept, target market, anticipated sales price (for residential) and any other pertinent information.

_____ A proposed landscaping plan, including buffering.

_____ Existing and proposed streets, including the following information:

1. Right-of-way widths.
2. A typical design cross-section indicating road surface type, width, drainage features and sidewalks/bike paths.

_____ If submitted as part of a large-scale PRD, a Final Development plan shall comply in all respects to corresponding approved Conceptual Plan with the exception of minor changes allowed under *Section 9.9 Plan Modifications* of the *Baldwin County Zoning Ordinances*.

A final site plan shall be prepared by a licensed engineer, architect or land surveyor and shall be clearly and legibly drawn at a convenient scale of not less than one (1) inch equals 100-feet, and the sheets shall be numbered in sequence if more than one (1) sheet is used. All text shall be a minimum of 1/10 of an inch in height. The sheet shall not exceed 24 x 36 inches. The site plan shall show the following:

_____ Name and address of owner(s) of record.

_____ Proposed name of the planned development, date, north point, scale and location.

_____ Name of licensed engineer, architect or land surveyor.

_____ Vicinity map showing the location of the planned development.

- _____ Exact boundaries of the site shown with bearings and distances.
- _____ Names and addresses of the owners of land immediately adjoining the site as their names appear upon the plats in the office of the county tax assessor and their addresses appear in the directory of the county or on the tax records of the county.
- _____ Wooded areas, wetlands and any other conditions affecting the site.
- _____ The location of existing streets, buildings, water courses, railroads, transmission lines, drainage structures, public utilities, jurisdiction lines and any public easements on the site and on adjacent land within 100 feet of the site.
- _____ Proposed rights-of-way or easements including location, widths, purposes and street names.
- _____ The location and size of all lots.
- _____ Proposed parks, school sites or other public open spaces, if any.
- _____ Proposed minimum building setback lines shown and labeled on each lot.
- _____ Site data including:
 1. Acreage in total tract.
 2. Smallest lot size.
 3. Total number of lots.
 4. Linear feet of streets.
 5. Amount of impervious surface.
 6. Density.
- _____ Any area within or adjacent within 100-feet of the proposed planned development subject to inundation by the base flood as defined in the *Baldwin County Zoning Ordinances*, or subject to periodic inundation by storm drainage overflow or ponding, shall be clearly shown and identified on the site plan.
- _____ Special flood hazard areas and/or coastal high hazard areas as indicated on the latest Flood Insurance Rate Map (FIRM) for the area, along with a statement to that effect.
- _____ An acceptable wetlands jurisdictional determination from a certified environmental consultant if the proposed planned development contains wetlands or if the Zoning Administrator or his/her designee determines potential wetlands from the Generalized Wetland map as defined in the *Baldwin County Zoning Ordinances*, or through a site visit by County Staff.
- _____ The name of each utility company proposed to provide water, sewer, electrical, and telephone service.

- _____ Proposed land uses and the location of proposed buildings and other structures including walls and fences (when appropriate).
- _____ Number and location of parking spaces.
- _____ The method proposed to maintain private common open areas, buildings or other facilities, including copies of all legal documents necessary to accomplish this.
- _____ A schedule of development (when appropriate).
- _____ Topography, including existing contours at intervals of 2-feet.
- _____ When the final site plan is part of a large scale PRD, the phase of the project and its location shall be given on the final development site plan.

Case No. _____ Received By: _____ Date: _____

Project Name: _____

Application Fee: _____ Receipt No: _____ Date of Meeting: _____

Baldwin County Planned Residential Development Site Plan Application

22251 Palmer Street
Robertsdale, AL 36567
Phone: (251) 580-1655 Fax: (251) 580-1656

Applicant

Are you the property owner? yes no

(If you are not the property owner you must submit Owner Authorization Form signed by the property owner)

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip code _____

Telephone: (____) ____ - ____ Fax: (____) ____ - ____ e-mail: _____

Site Information

Zoned Planning District: _____ Zoning: _____ Unzoned

Parcel ID Number: 05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

PRD Location: _____

Flood Zone: _____ Acreage: _____ Number of Units: _____

Utility Information

Electrical Provider: _____ Telephone Provider: _____

Sewer Provider: _____ Water Provider: _____



Engineer: _____
Mailing Address: _____
City: _____ State: _____ Zip code: _____
Telephone: (____) ____ - ____ Fax: (____) ____ - ____ e-mail: _____
Surveyor: _____
Mailing Address: _____
City: _____ State: _____ Zip code: _____
Telephone: (____) ____ - ____ Fax: (____) ____ - ____ e-mail: _____

I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this planned residential development site plan and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning and subdivision requirements as set forth in the Baldwin County Zoning Regulations and Baldwin County Subdivision Regulations and understand that I must be present on the date of the Planning and Zoning meeting.

Applicants Signature: _____ Date: _____