



BALDWIN COUNTY COMMISSION

PLANNING AND ZONING DEPARTMENT

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

Foley Office
201 East Section Avenue
Foley, AL 36535
Phone: (251) 972-8523
Fax: (251) 972-8520

Accessory Dwelling Land Use Certificate Application Submittal Checklist

- _____ **Baldwin County Land Use Certificate Application**
- _____ Application Fee (*see current fee schedule*)
- _____ Agent Authorization Form (*if person other than property owner is applying*)
- _____ Plot Plan or Survey – drawn to scale, indicating any existing structures (*with dimensions*), the proposed structure (*with dimensions*) and the setbacks from property lines. Please include all proposed stairs.
- _____ Three (3) Complete Sets of Construction Plans drawn to scale
- _____ Erosion Control Plan
- _____ Sewer or Septic Tanks – For *Sewer Service* - a release from the Sewer Utility Provider is required; for *Septic Tanks* a release from Baldwin County Health Department is required.
- _____ Water – A release from the Water Utility Provider is required; if a well is proposed, nothing is required.
- _____ If new access to an Accessory Dwelling is proposed, an Access (Culvert) Permit is required.
- _____ Any other information deemed necessary to complete review.