



# BALDWIN COUNTY COMMISSION

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## 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

## Special Exception Application Submittal Checklist

- \_\_\_\_\_ **Baldwin County Special Exception Application**
- \_\_\_\_\_ Application Fee (*see current fee schedule*)
- \_\_\_\_\_ Agent Authorization Form (*if person other than property owner is applying*)
- \_\_\_\_\_ Accurate site plan drawn to scale, including shape, size and floor area of building(s) to be erected; setbacks from property lines; any existing structures; existing and proposed parking; egress/ingress to the site; and any other information deemed necessary by the Department.
- \_\_\_\_\_ State and Federal Permits: Written evidence of applications for all required permits (*if applicable*) showing compliance with regulations of the Corps of Engineers, Alabama Department of Environmental Management, Alabama Coastal Area Management Program and Baldwin County Health Department.
- \_\_\_\_\_ Any other information deemed necessary to complete review

**Office Use Only**

Case No.: \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date of BOA: \_\_\_\_\_

***Baldwin County  
Special Exception Application***

Mailing Address

201 East Section Avenue

Foley, AL 36532

Phone: (251) 972-8523 Fax: (251) 972-8520

**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**

Location of Property: \_\_\_\_\_

Parcel ID Number: 05-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ . \_\_\_\_

Legal Description: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ Planning District: \_\_\_\_\_ Zoning: \_\_\_\_\_

**The Purpose of this Special Exception is to allow:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this Special Exception and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning regulations and understand that I must be present on the date of the meeting.**

\_\_\_\_\_  
**Signature of Applicant** (Owner of Property or Official Representative of Owner) **Date**





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[www.planning.co.baldwin.al.us](http://www.planning.co.baldwin.al.us)

### **SPECIAL EXCEPTION APPLICATION PROCESS SYNOPSIS**

#### **Application**

All application materials, including parcel numbers, payment of fees, legal descriptions and completed Authorized Agent Forms when appropriate, must be submitted according to the approved application deadline schedule. Incomplete applications will not be processed and will not be scheduled for a public hearing. Irrespective of the outcome, fees will not be refunded once the application has been processed.

#### **Staff Review**

Each application for a Special Exception is reviewed at a staff meeting with planning staff members and other relevant county staff to review and discuss the merits of each application. The Planning Director assigns each case to a staff member. This staff member performs the evaluation of the site and surrounding properties as well as consults all relevant materials including the standards contained in Baldwin County Zoning Ordinance, Section 18.8.4. The evaluation process for the property that is the subject of the Special Exception includes a physical inspection of the property by Baldwin County Planning Department Staff. Each case will contain a staff report and a recommendation from the planning staff. The staff member assigned to the case is the point of contact for the application and will prepare the report. Staff reports are mailed to the applicant prior to the public hearing and are also available for public inspection.

#### **Standards for Approval**

*Section 18.8.4 of the Baldwin County Zoning Ordinance:* A special exception may be approved by the Board of Adjustment only upon determination that the application and evidence presented clearly indicate that all of the standards listed below have been met. Staff will also review the application for consistency with these standards:

- (a) The proposed use shall be in harmony with the general purpose, goals, objectives and standards of the Baldwin County Master Plan, these ordinances, or any other official plan, program, map or ordinance of Baldwin County.

(b) The proposed use shall be consistent with the community welfare and not detract from the public's convenience at the specific location.

(c) The proposed use shall not unduly decrease the value of neighboring property.

(d) The use shall be compatible with the surrounding area and not impose an excessive burden or have substantial negative impact on surrounding or adjacent uses or on community facilities or services.

### **Public Notification**

In accordance with Alabama law, a public notice sign with special exception information must be posted on the property for which a special exception is requested. A notice is also sent to all adjacent property owners.

### **Public Hearing**

A public hearing on the Special Exception application will be held by the Baldwin County Boards of Adjustments in accordance with their approved meeting schedule. The Board of Adjustment receives an agenda with staff reports and supporting materials approximately 1 week prior to the meeting date. The assigned staff member will present the pertinent details of the case as well as the staff recommendation. During the public hearing the applicant is allowed to address the Board of Adjustment. In addition, those for or against the application will also be allowed to address the Board. Please note: Prior to the hearing, each person desiring to address the Board must complete a Speaker Sign Up form. Staff members will be present at the meeting to provide the proper form for you to complete in order to speak. Any written correspondence received in a timely manner will be presented to the Board. At the conclusion of the Board hearing a decision will be rendered.

### **Acknowledgement**

I acknowledge that I have read the information contained herein. I understand that this synopsis is not an exhaustive list of requirements and I have had ample opportunity to inquire and become familiar with the requirements of the entire *Baldwin County Zoning Ordinance*.

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Signature of applicant or authorized agent

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Date

## CONSENT FOR INSPECTION

I, \_\_\_\_\_, the owner or authorized agent for  
the owner of the premises located at \_\_\_\_\_  
\_\_\_\_\_,

do hereby consent to the inspection of said premises and the posting of a public notice  
sign by an employee of the Baldwin County Planning Department, Baldwin County,  
Alabama, in conjunction with application \_\_\_\_\_, without further notice.

I understand that the public notice signs are the property of the Baldwin County  
Commission and are only to be removed by an employee of the Baldwin County  
Commission.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Telephone Number