

Case No. _____ Received By: _____ Date: _____

Application Fee: _____ Receipt No: _____

Baldwin County Development Permit Application

Central Annex
22251 Palmer St.
Robertsdale, Al. 36567
Phone: 251-937-0278
Fax: 251-937-0227

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

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

Subdivision Name: _____

Flood Zone: _____ Planning District: _____ Zoning: _____

Acreage: _____ Number of Lots: _____

Subdivision Type

Check One: Residential Non-Residential



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 hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incomplete or incorrect information will result in this application not being placed on the next Planning Commission agenda. I understand that payment of these fees does not entitle me to approval of this plat and that no refund of these fees will be made. I have reviewed a copy of the applicable subdivision requirements as set forth in the Baldwin County Subdivision Regulations and understand that I must be present on the date of the Planning and Zoning Commission meeting.

Applicants Signature: _____ Date: _____

DEVELOPMENT PERMIT APPLICATION

PROCEDURE AND REQUIREMENTS

APPLICATION SUBMITTAL CHECKLIST

This checklist shall be completed and signed upon submitting applications to be considered by the Baldwin County Planning and Zoning Commission or through the ETJ review process.

NAME OF PROPOSED PROJECT:

CASE NO.: _____

DATE: _____

Section 4.5 Application for Development Permit

Any person who has previously applied for and received Sketch Plan approval may submit an application for a Development Permit in accordance with the approved Sketch Plan. The procedure for obtaining a Development Permit is as follows: No Development Permit application be considered by the Baldwin County Planning and Zoning Commission until all of the following requirements have been submitted.

Section 4.5.1 Application Procedure and Requirements

The applicant shall file an application for a Development Permit with the Baldwin County Planning and Zoning Commission (by filing such application with the Baldwin County Engineer). A complete allocation shall:

_____ Be made on Development Permit application forms available at the offices of the Baldwin County Engineer;

_____ Be accompanied by 7 full-size sets of black or blue-line prints of the proposed Subdivision Plat (only 3 copies if located within a municipal ETJ) and one 11" x 17" copy of the proposed Subdivision Plat;

_____ Be accompanied by a digital file of the proposed Subdivision Plat, in suitable format to the County Engineer;

_____ Be accompanied by a generalized drainage plan in accordance with Section 5.11.7, and written narrative that describes in detail the existing and proposed drainage patterns and characteristics of the proposed development as well as the proposed method of storm water management to be used;

Be submitted to the Baldwin County Planning Director at least 30 days prior to a regularly scheduled meeting of the Baldwin County Planning and Zoning Commission;

_____ Be accompanied by a current (within 60 days from date of application) title policy, title opinion, or title report, verifying ownership. Said title document shall cover a period of no less than 30 years;

_____ Be accompanied by documentation from the Baldwin County Health Department that Phase 2 of the Site Preparation Plan process is complete. (for developments proposing to utilize on-site septic systems);

_____ Be accompanied by a written report from each affected utility company (water, sewer, electric, and telephone) documenting their ability and willingness to serve said development;

_____ Be accompanied by the Traffic Study and other information as required by Section 5.5.14

_____ Be accompanied by a completed Subdivision Plat Application Submittal Checklist, and by a transmittal letter listing all of the drawings, letters, calculations, attachments, and other information submitted for the application;

_____ Be accompanied by documentation from E-911 Addressing approving all street names

Section 4.5.5. Subdivision Plat Requirements

The proposed Subdivision Plat shall be prepared by a Licensed Professional Engineer or Land Surveyor registered in the State of Alabama 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 size shall not exceed 24 x 36 inches. The Subdivision Plat shall show the following:

_____ Name and address of owner(s) of record and subdivider;

_____ Proposed name of subdivision, date, north point, scale, and location;

_____ Name, address, and phone number of Licensed Professional Engineer and Land Surveyor registered in the State of Alabama;

_____ Vicinity map showing location of the subdivision;

_____ Exact boundaries of the tract of land being subdivided shown with bearings and distances;

_____ Names and addresses of the owners of land immediately adjoining the tract of land being subdivided as their names appear upon the plats in the office of the County Revenue Commissioner and as their addresses appear in the directory of the County or on tax records of the County;

_____ Wooded areas, jurisdictional wetlands, cultural resources 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 utility easements on the tract being subdivided and on adjacent land within 100 feet of the tract being subdivided;

_____ The location of dams and water impoundments including the limits of the top of such impoundment structure or embankment, the location of any related spillway(s) and/or outlet control structures;

_____ Existing and proposed rights-of-way or easements including location, widths, purposes, and street names;

_____ Proposed lot lines with bearings and distances, square footage or acreage of each lot and lot and block numbers;

_____ Proposed minimum building setback lines shown for each lot and clearly labeled on the plan view;

_____ Proposed parks, school sites, or other public open spaces, if any;

_____ Site data:

1. Acreage in total tract;
2. Smallest lot size;
3. Total number of lots;
4. Linear feet in streets;
5. Minimum building setbacks;
6. Zoning District and Zoning Classification (if applicable)

_____ Any area within the proposed subdivision subject to inundation by the 100-year flood as defined herein, or subject to periodic inundation by storm drainage overflow or ponding, shall be clearly shown and identified on the plat;

_____ Special flood hazard areas (100-year flood) 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;

_____ U.S. Army Corps of Engineers jurisdictional wetlands determination if the proposed subdivision contains jurisdictional wetlands or is within 100 feet of a jurisdictional wetland as required by the County Engineer or his/her designee, from the Generalized Wetland Map; or through a site visit by County Staff;

_____ The name of each utility company proposed to provide service;

Topography, showing existing contours at 1-foot intervals of the entire property and full width of all adjacent rights-of-ways. Topographic information shall be based on the NAVD 88 datum. Elevations must be field verified. Greater intervals may be allowed, if approved by the Planning Director or his/her designee;

_____ Highway construction setback lines shown as required by Section 5.4(i) hereof

I certify that to the best of my knowledge, all information supplied with this application is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will cause the application to not be placed on the Planning and Zoning Commission agenda or processed through the ETJ review.

Signature of Applicant/Engineer/Surveyor

Firm

Date