

REQUEST FOR AN EXEMPT SUBDIVISION LETTER

SUBMITTAL REQUIREMENTS/CHECKLIST:

The following items must be submitted:

- _____ \ A completed copy of this application. Pages 2 and 4 must be completed and signed by the owner(s) or authorized agent;
- _____ \ If someone other than the property owner is requesting a subdivision exemption letter, written authorization from the property owner must be submitted (See Agent Authorization Form);
- _____ \ If requesting a common lot line move, **both property owners** must sign the request and provide the **parcel identification number for each parcel**;
- _____ \ Sketch Plan/Drawing, drawn to scale showing the original parcel;
- _____ \ Sketch Plan/Drawing, drawn to scale showing the proposed division. Show all structures with dimensions to the proposed property lines;
- _____ \ Attach a copy of your deed along with any other documents necessary to substantiate the request such as court orders, death certificates, etc.
- _____ \ If requesting a One-Time Split, **provide a copy of the deed in effect as of February 1, 1984.**

Completed forms and attachments may be mailed to:

Central Annex
22251 Palmer Street
Robertsdale, AL 36567
Phone: 251-937-0278
Fax: 251-937-0227

Baldwin County Planning and Zoning Exempt Subdivision Zoning Verification

Robertsdale Office
22251 Palmer Street
Robertsdale, AL 36567
Phone: (251) 580-1657
Fax: (251) 580-1656

Foley Office
201 East Section Street
Foley, AL 36535
Phone: (251) 972-8523
Fax: (251) 972-6820

**AN APPROVED EXEMPT SUBDIVISION ZONING VERIFICATION DOES NOT CONSTITUTE
APPROVAL FOR AN EXEMPT SUBDIVISION**

Applicant

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

Site Information

E-911 Address of Site: _____
Parcel ID Number: 05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____
Proposed Use: _____

The following items must be submitted at the time of application:

- _____ Completed Exempt Subdivision Zoning Verification application.
- _____ Plot Plan or Survey of **original** parcel, *drawn to scale* indicating any existing structures (*with dimensions*) and the setbacks from property lines.
- _____ Plot Plan or Survey of **proposed** division, *drawn to scale* indicating any existing structures (*with dimensions*) and the setbacks from proposed property lines.
- _____ Agent Authorization Form (if person other than property owner is applying)
- _____ Any other information deemed necessary to complete the review.

This certificate is valid for a six (6) month period after date of issuance. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this verification and any worked performed will be at the risk of the applicant.

Signature of Applicant

Date

**Baldwin County Planning and Zoning
Exempt Subdivision Zoning Verification (cont)**

Office Use Only

Received By: _____ Date: _____

Case No. **ZV** - _____ Planning District: _____

Unzoned Zoned Zoning Classification: _____

City Limits: _____ Flood Zone: _____

Historic District: _____ Potential Wetlands Yes No

Do all lots of the proposed division meet the following zoning requirements?

Minimum Front Yard Yes No Minimum Rear Yard Yes No

Minimum Side Yards Yes No Maximum Density Yes No

Minimum Lot Area Yes No Access to All Lots Yes No

Minimum Lot Width at Building Line Yes No

Minimum Lot Width at Street Line Yes No

Is the proposed division of land compliant with current zoning? Yes No

If no, please detail the areas the proposed division is non-compliant with zoning:

Reviewed By: _____ Date: _____

