

## REZONING CHECKLIST

### PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of the rezoning application. Information relative to a Rezoning can be found in Article 3 of the Zoning Ordinance. Rezoning applications shall include the following:

**All plans and application requirements shall be submitted in a PDF format via email.**

- One check for \$1,000.00 and any other applicable fees as determined by the City
- Completed General Application with an original signature from the Applicant and the Owner
- One copy of the recorded ownership interests including liens, encumbrances, and title certification in the form of current title policy, title opinion, or title report (no older than 45 days from date of submission).
- Certified envelopes addressed to property owners within 750 feet of the subject site. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- One current boundary survey of the property containing a complete legal description of the property and the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, and the mean high tide line for those properties that are adjacent to bodies of water.
- Plans submitted shall include but not be limited to:
  - Name of project
  - Date of plan preparation including all revision dates
  - Appropriate scale
  - North arrow
  - Preparer's name, phone number, and fax number
  - Name of owner

If the applicant has any questions or concerns regarding Rezoning review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Andy Bauer	Zoning Administrator	251.968.1151	251.968.1188	<a href="mailto:abauer@gulfshoresal.gov">abauer@gulfshoresal.gov</a>
Jennifer Watkins	Planner	251.968.1154	251.968.1188	<a href="mailto:jwatkins@gulfshoresal.gov">jwatkins@gulfshoresal.gov</a>
Mell Davis	Admin. Assistant	251.968.1164	251.968.1188	<a href="mailto:mdavis@gulfshoresal.gov">mdavis@gulfshoresal.gov</a>