

## 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.

All plans and application requirements shall be submitted via the Gulf Shores Online Licensing and Permitting Portal - <https://www.gulfshoresal.gov/747/PZ-PermitsApplications> .

#### 1. MINIMUM SUBMITTAL REQUIREMENTS

The items below are required to be submitted for an application to be accepted by the Planning Department. Incomplete application submittals will be returned to the applicant.

- One check for \$1,000.00 and any other applicable fees as determined by the City. The applicant shall be responsible for public notification and advertising fees.
- 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).
- Two (2) sets of Certified envelopes addressed to property owners within 750 feet of the subject site. The list of names and addresses 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.
- Proposed land development plan (if applicable)

If the applicant has any questions or concerns regarding this checklist, please contact Mell Davis, Administrative Assistant, 251.968.1164, [mdavis@gulfshoresal.gov](mailto:mdavis@gulfshoresal.gov) .