



COMMUNITY DEVELOPMENT APPLICATION CHECK LIST

RESIDENTIAL PLANNED COMMUNITY

This checklist is designed to aid both the Applicant and the City in the processing of the residential planned community (RPC) application. Information relative to RPC applications can be found in Article 13-15 of the Zoning Ordinance.

- One check for \$1,500.00 and any other applicable fees as determined by the City.
- One completed 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. Warranty deeds will no longer be accepted for proof of ownership.
- Written statement by the landowner or any other entity having a cognizable interest in the land, describing the character and intended use of the RPC and setting forth the reasons why the RPC would be in the public interest and consistent with the City's stated purposes of a RPC
- One copy of a tax map with the subject property marked.
- Stamped envelopes addressed to property owners within 300 feet of the subject site. All notifications are required to be obtained and certified by the Baldwin County Revenue Department. Please contact the Community Development Department for parcel search requirements.
- 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
- One current topographic survey of the property indicating the 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
- One copy of utility letters from electric, water, sewer, phone, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- Master RPC Zoning Plan shall include:
 - o Vicinity map locating the subject property to an appropriate scale with north arrow
 - o Drawings and text to show the proposed general layout
 - o Current zoning districts for all parcels adjacent to the property
 - o Location of the various types of proposed land uses
 - o Boundaries of the property involved, easements, adjoining streets, waterways, and unusual physical features
 - o The substance of covenants, grants of easements, right-of-ways or other restrictions imposed upon the use of the land, buildings, and structures including proposed easements or grants for public utilities
 - o Density or intensity of land use to be allocated to all parts of the site being developed with tabulations by acreage and percentages thereof
 - o Use and type of buildings, i.e. single family detached, townhouses, garden apartments, medium rise or high rise, proposed for each portion of the area
 - o General storm drainage narrative
 - o Engineering feasibility and proposed method of providing required improvements such as streets, water supply, storm drainage and sewage collection
 - o Major thoroughfare plan including provisions for parking vehicles and the function and location of vehicular and pedestrian system facilities
 - o Location and size of any common space, commonly owned facilities, and form of organization which will own and maintain any common open space and such facilities

- Any additional data, plans or specifications as the applicant or the City may believe are pertinent to the proposed RPC
- 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
- Phasing Schedule shall include:
 - Description of when spaces, parks, community facilities, major streets, and similar amenities will be dedicated or reserved
 - Timing of providing all improvements
- Intent to develop and dedicate to the appropriate public agency or community group/homeowner association, parks, playgrounds, recreational areas, and other open spaces
- Traffic Impact Study when any one of the following development densities are exceeded:
 - Residential – 150 dwelling units
 - Retail – 25,000 square feet (gross)
 - Office – 60,000 square feet (gross)
 - Industrial – 90,000 square feet (gross)
 - Educational – 30,000 square feet (gross) or 250 students
 - Lodging – 150 rooms
 - Medical – 25,000 square feet (gross)
 - Mixed use sites - when the combination of uses exceeds the thresholds above
- Five full size, folded copies of the required plans