



COMMUNITY DEVELOPMENT APPLICATION CHECK LIST

REZONING

This checklist is designed to aid both the Applicant and the City in the processing of the rezoning application.

- One check for \$1,000.00 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.
- 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
- Concept Plan showing the intended use of the property shall include but not limited to:
 - o Boundaries of the property involved, easements, adjoining streets, waterways, and unusual physical features
 - o Current zoning districts for all parcels adjacent to the property
 - o Location and dimensions of all buildings or other structures to be erected, altered or moved and any building or other structures already on the property
 - o Number of proposed dwelling units
 - o Area of property in square feet
 - o Gross floor area of the principal building(s) in square feet and percentage of lot
 - o Design of required off-street parking facilities
 - o Proposed use of land and building(s)
- Plans submitted shall include but not be limited to:
 - o Name of project
 - o Date of plan preparation including all revision dates
 - o Appropriate scale
 - o North arrow
 - o Preparer's name, phone number, and fax number
 - o Name of owner
- Traffic Impact Study when any one of the following development densities are exceeded:
 - o Residential – 150 dwelling units
 - o Retail – 25,000 square feet (gross)
 - o Office – 60,000 square feet (gross)
 - o Industrial – 90,000 square feet (gross)
 - o Educational – 30,000 square feet (gross) or 250 students
 - o Lodging – 150 rooms
 - o Medical – 25,000 square feet (gross)
 - o Mixed use sites - when the combination of uses exceeds the thresholds above
- Five full size, folded copies of the concept plan