

APPEAL TO BOARD OF ZONING ADJUSTMENT

PLANNING AND ZONING DEPARTMENT

This document is designed to aid both the Applicant and the City in the submittal of an appeal to the Board of Zoning Adjustment. Appeals to the BZA may be taken by any person aggrieved or by any officer, department, board or bureau of the municipality affected by any decision of the administrative officer. Information relative to an Appeal can be found in Article 17 of the Zoning Ordinance.

All plans and application requirements shall be submitted in person. To schedule an appointment please send an email to planning@gulfshoresal.gov.

1. Project Information

DESCRIPTION OF REQUEST: _____

2. Contact Information

Applicant Name: _____	Property Owner Name: _____
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Address: _____	Address: _____
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City: _____	State: _____	Zip Code: _____	City: _____	State: _____	Zip Code: _____
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Phone #: (____) _____	Phone #: (____) _____
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Email: _____	Email: _____
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Owner Print Name & Signature: _____ Date: _____

Applicant Print Name & Signature: _____ Date: _____

3. 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.

- A \$200.00 application fee. The applicant shall be responsible for public notification and advertising fees.
- A completed Application with an original signature from the Applicant and the Owner.
- First Class mailing addressed to property owners within 1,000 feet of the subject subdivision. The list of names and addresses is required to be obtained and certified by the Baldwin County Revenue Department.
- One copy of a letter stating the administrative action appealed from, the grounds of the appeal and all other pertinent supporting facts and data.

If the applicant has any questions or concerns regarding this checklist, please send an email to planning@gulfshoresal.gov or call 251.968.1164.