

## PUBLIC NOTIFICATION CHECKLIST

### PLANNING AND ZONING DEPARTMENT

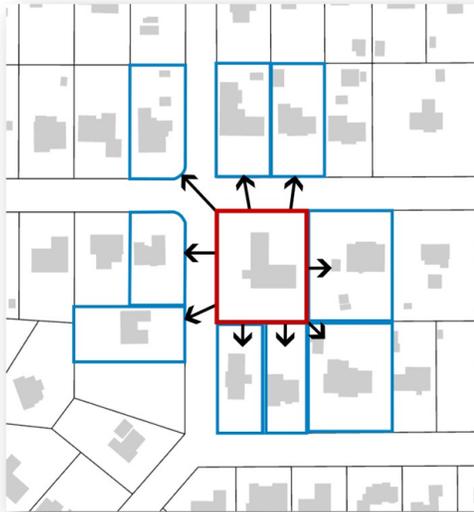
#### SUBMITTAL REQUIREMENTS:

A search and examination of the property ownership records must be performed and **certified by the Baldwin County Revenue Department** as the most current ownership information available. The following shall be submitted along with the application:

- (1) A typed list reflecting each parcel and PPIN number, the current owners of each parcel, and the mailing address for each listing from the tax records.
- (2) Business sized envelopes (4"x9.5") printed with the addresses of the surrounding property owners and the return address "Planning and Zoning Department, City of Gulf Shores, P.O. Box 299, Gulf Shores, AL 36547".
  - **One (1) Set** for Minor and Preliminary/Final Major Subdivision, Board of Zoning Adjustment, Special Use, and Street Vacation/Relocation Permit Applications
  - **Two (2) Sets** for Conditional Use Permit, PUD Master Plan, and Rezoning Applications

#### APPLICATION NOTIFICATION DISTANCES:

- **1,000 feet First-Class**  
Rezoning, PUD Master Plan, Conditional Use Permit, Variance, Appeal to Board of Zoning Adjustment, Special Use Permit (Cell Tower),
- **1,000 feet First-Class with Certified Mail to Adjoining Property Owners**  
Preliminary/Final Subdivision Plat



Adjoining Properties: direct or near contact with subject property, including shared corners; across rights-of-way, including diagonally; and across small bodies of water (e.g. Intracoastal Waterway, rivers, etc.)

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**The Applicant shall bear the costs of all public notification requirements.**

If the applicant has any questions or concerns regarding this checklist, please email [planning@gulfshoresal.gov](mailto:planning@gulfshoresal.gov) or call 251.968.1164.