

PUBLIC NOTIFICATION CHECKLIST

PLANNING AND ZONING DEPARTMENT

Property ownership records are required to be obtained from the Baldwin County Revenue Department and all notifications shall be sent via certified mail.

RECORDS RESEARCH & CERTIFICATION:

A search and examination of the property ownership records must be performed and certified by the Baldwin County Revenue Department or a title company in order to obtain the most current ownership records. The following shall be submitted:

- (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. This list shall be certified by the preparer as the most current ownership information available.

Required notification distances are:

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| 100 feet: | Minor/Major Subdivision – Preliminary, Final, Street Vacation/Relocation |
| 750 feet: | CUP, PUD Master Plan, Rezoning, Variance |
| 750 feet: | Special Use Permit for wireless telecommunications |
| 750 feet: | Appeal to the Zoning Board of Adjustment |

SUBMITTAL OF APPLICATION TO PLANNING AND ZONING DEPARTMENT:

The following items shall be submitted to complete the public notification requirements:

- Certified parcel search list
- Parcel search map
- 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". All public notification mail shall be sent Certified U.S. Mail.
 - **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

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

If the applicant has any questions or concerns regarding Public Notification please contact the following staff member.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Mell Davis	Admin. Assistant	251.968.1164	251.968.1188	mdavis@gulfshoresal.gov