

STREET VACATION/RELOCATION CHECKLIST

PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Street Vacation/Relocation application and is required to be submitted with your application.

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

- One check for \$500.00 and other applicable fees such as advertising cost as determined by the City
- Completed General Application with an original signature from the Applicant and the Owner
- One copy of a current title policy, title opinion, or title report (no older than 45 days from date of submission).
- Certified envelopes addressed to property owners within 100 feet of the subject right-of-way relocation/vacation. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- A signed and sealed boundary survey showing the existing right-of-way(s), the proposed location of the new right-of-way(s), the square footage of both the existing and relocated rights-of-way, and complete legal descriptions of both the existing right-of-way(s) and the proposed relocated/vacated right-of-way(s).
- If rights-of-way(s) are to be vacated in exchange for land a current boundary/topographic survey of the property to be exchanged shall be submitted. The survey shall contain a complete legal description of the property, the size of the property in acres and square feet, contour intervals at a minimum of 1 foot, all areas classified as wetlands, all existing and/or proposed easements, and the mean high tide line for those properties that are adjacent to bodies of water.

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