

## TEMPORARY BUILDING APPLICATION CHECKLIST

### PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a request for the use of a temporary building within the Planning Jurisdiction of the City of Gulf Shores.

**All plans and application requirements shall be submitted in a PDF format via email.**

- Completed General Application with an original signature from the Applicant and Owner
- Formal letter from the applicant stating his/her request for a portable building. Letter shall include:
  - Property Owner's name
  - Applicant's name, address, telephone number, and email address
  - Project for which the portable building will be used
  - Requested time for use of the portable building
  - Property Owner's signature
- Scaled site plan indicating the following:
  - Location of the portable building on the site with the dimensions of the building provided
  - Proposed parking provided for the portable building and the type of surface treatment to be used
  - Accessibility to the building (sidewalks, ramps, etc.)
  - Proposed landscape plan (Landscaping will be required around the building and parking area. Additional landscape buffering may be required around the portable building location.)
  - Existing trees
  - Drainage requirements (temporary culverts, grading, etc.) If a temporary culvert is going to be installed, a note shall be added to the site plan indicating that the culvert will be removed and the existing grade restored.
- Color photos or rendering of the portable building. No portion of the portable building can have a metal façade. Skirting will also be required.
- All proposed signage relating to the portable building, whether detached or attached to the building. All signs must be permitted through the Planning and Zoning Department.

If the applicant has any questions or concerns regarding the Temporary Building review, please contact the following staff members.

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
Andy Bauer	Director	251.968.1151	251.968.1188	<a href="mailto:abauer@gulfshoresal.gov">abauer@gulfshoresal.gov</a>
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