

MINOR SUBDIVISION CHECKLIST

PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Minor Subdivision application. Information relative to a Minor Subdivision can be found in Subdivision Regulations.

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

- One check for \$300.00 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 the recorded ownership interests including liens, encumbrances, and title certification in the form of 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 subdivision and the owner of the property to be subdivided if different from the Applicant. All notifications are required to be obtained and certified by the Baldwin County Revenue Department.
- One copy of utility letters from electric, water, sewer, trash provider, and gas (if applicable) stating the property may be adequately served by such utility
- All outside agency approvals and permits (federal, state, county, or other) shall be submitted to the Planning and Zoning Department prior to the initiation of any construction activities
- One current boundary/topographic survey of the property containing 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, and the mean high tide line for those properties that are adjacent to bodies of water
- The plat shall show the following:
 - Name of subdivision
 - Date of plan preparation including all revision dates
 - Preparer's name, phone number, and fax number
 - Approximate true north point
 - Appropriate scale not larger than one inch equals one hundred feet
 - Vicinity map locating the subject property
 - Names of all adjoining owners of record, adjoining developments, adjoining streets, and adjoining zoning
 - Name and address of the owner(s) of land to be subdivided if other than the owner and name of the land surveyor
 - Locations, dimensions, and areas of all proposed or existing lots
 - Location and dimensions of all boundary lines of the property to be expressed in feet and decimals of a foot and minimum building setback lines
 - Location of easements, water bodies, streams, and other pertinent features such as wetlands, existing buildings, drainage ditches, and other features as required by the Planning Commission
 - Finish Ground Elevation for each lot

- Seal and signature on each sheet by a registered Land Surveyor
- The following notations shall be shown along with any other explanatory information that may be needed:
 - Acreage of total tract
 - Total number of lots
 - Smallest lot size
 - Largest lot size
 - Explanation of drainage easements, if any
 - Explanation of site easements, if any
 - Explanation of reservations, if any
- Certificates of Approval - Appendix B of the Subdivision Regulations
- Location of the Coastal Construction Line (CCL)
- Location of the Lucido and Oliver fixed mean high tide line (MHT)
- The area between the CCL and the MHT should be identified as “City of Gulf Shores Easement for placement, construction, maintenance, and use of sand stabilization structures, vegetation, vegetation irrigation systems and access structures” and optionally, a reference to the slide number of the recorded easement. Arrows indicating that this area extends from the CCL and MHT should clearly show the extent and distinguish it from the flood zone boundaries.
- The area seaward of the MHT should be labeled “State of Alabama”

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

STAFF MEMBER	TITLE	TELEPHONE	FAX	EMAIL
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