

## CONDITIONAL USE PERMIT CHECKLIST

### PLANNING AND ZONING DEPARTMENT

This checklist is designed to aid both the Applicant and the City in the processing of a Conditional Use Permit application and is required to be submitted with your application. Information relative to a Conditional Use Permit can be found in Article 3 of the Zoning Ordinance.

**All plans and application requirements shall be submitted in person. To schedule an appointment please email [planning@gulfshoresal.gov](mailto:planning@gulfshoresal.gov).**

#### 1. MINIMUM SUBMITTAL REQUIREMENTS

**The items below are required to be submitted for an application to be accepted by the Planning Department. Incomplete application submittals will be returned to the applicant.**

- Completed General Application with an original signature from the Applicant and Owner
- One copy of a current title policy, title opinion, or title report (no older than 45 days from date of submission).
- Two (2) sets of First-Class mailings addressed to property owners within 1,000 feet of the subject site. The list of names and addresses is required to be obtained and certified by the Baldwin County Revenue Department.
- A narrative describing the need for the intended Conditional Use and how the proposal is a positive improvement for the City and its residents.
- If a site plan is being concurrently processed with the Conditional Use Permit then the requirements set forth in the Site Plan review process shall be submitted.

#### 2. SUPPLEMENTAL INFORMATION

- One check for \$300.00 and other applicable fees as determined by the City. The applicant shall be responsible for public notification and advertising fees.
- The written narrative shall clearly address the following CUP criteria as applicable:
  - Whether or not the proposed site development plan is in accordance with applicable requirements of this Ordinance, including that the proposed use is designated as a Conditional Use within the applicable district
  - Whether or not the development plan has received all required state and federal approvals
  - Whether or not the proposed site development plan is compatible with the goals and stated plans of the City and other governmental agencies for the area, as applicable
  - Whether or not the proposed use provides economic benefits and enhances the economic vitality of the surrounding area
  - Whether or not the proposed use, if granted, would burden the infrastructure and street system of the City
  - Whether or not the proposed use would diminish environmental quality of natural resources

- Whether or not the proposed use and site plan would be compatible with surrounding uses and buildings by virtue of its massing, height, relationship to the street and architectural character
  - Whether the use would cause any injury to the value of other property in the vicinity
  - Whether the use is so designed, located and proposed to be operated that the public health, safety, welfare and convenience will be protected from any noise, vibration, odor, glare, traffic, or other impact that may be caused by the use
  - Whether or not the proposed building would meet the architectural standards of the City and design guidelines, as applicable
  - Adequacy of landscaping and screening provided to protect neighboring properties from any visual intrusions, activities or structures that would detract from the enjoyment of neighboring property
  - Adequacy of parking and loading arrangement, including whether ingress and egress is so designed as to cause minimum interference with traffic on abutting streets and that heavy traffic is not introduced on residential streets
  - Public amenities provided on the site
  - Other factors determined to be relevant by the Commission
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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.