



BALDWIN COUNTY COMMISSION

PLANNING AND ZONING DEPARTMENT

Main Office

22251 Palmer Street
Robertsdale, AL 36567
Phone: (251) 580-1655
Fax: (251) 580-1656

Foley Office

201 East Section Avenue
Foley, AL 36535
Phone: (251) 972-8523
Fax: (251) 972-8520

Rezoning Application Submittal Checklist

Baldwin County Rezoning Application

Application Fee (*see current fee schedule*)

Agent Authorization Form (*if person other than property owner is applying*)

Complete legal description of property to be rezoned

Survey or boundary map with exact dimensions of property to be rezoned

Any other information deemed necessary to complete review

Office Use Only

Case No.: _____ Received By: _____ Date: _____

Application Fee: _____ Receipt No: _____ Planning Comm. Meeting: _____

BCC Worksession: _____ BCC Regular Meeting: _____

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Applicant

Are you the property owner? YES NO

(If you are not the property owner you must submit Owner Authorization Form signed by the property owner)

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

Telephone: (____) ____ - ____ Fax: (____) ____ - ____ e-mail: _____

Site Information

Location of Property: _____

Parcel ID Number: 05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

05-____ - ____ - ____ - ____ - ____ - ____ - ____ - ____

Legal Description: _____

Planning District: _____

Present Zoning: _____ Proposed Zoning: _____

Flood Zone: _____ Area of Property, Sq. Ft., or Acres: _____

Describe briefly why the rezoning is being requested and what uses are proposed for the property:

I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this rezoning and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning regulations and understand that I must be present on the date of the meeting.

Signature of Applicant (Owner of Property or Official Representative of Owner)

Date





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www.planning.co.baldwin.al.us

REZONING APPLICATION PROCESS SYNOPSIS

Application

All application materials, including parcel numbers, payment of fees, legal descriptions and completed Authorized Agent Forms when appropriate, must be submitted according to the approved application deadline schedule. Incomplete applications will not be processed and will not be scheduled for a public hearing. Irrespective of the outcome, fees will not be refunded once the application has been processed.

Staff Review

Each application for rezoning is reviewed at a staff meeting with planning staff members and other relevant county staff to review and discuss the merits of each application. The Planning Director assigns each rezoning case to a staff member. This staff member performs the evaluation of the site and surrounding properties as well as consults all relevant materials including the Baldwin County Zoning Ordinance, Section 19.6 and the Baldwin County Comprehensive Plan. The evaluation process for the property that is the subject of the rezoning includes a physical inspection of the property by Baldwin County Planning Department Staff. Each rezoning will contain a staff report and a recommendation from the planning staff. The staff member assigned to the case is the point of contact for the application and will prepare the report. Staff reports are mailed to the applicant prior to the public hearing and are also available for public inspection.

Standards For Approval

Section 19.6 of the Baldwin County Zoning Ordinance: In deciding whether to recommend approval of a rezoning, the Planning Commission and County Commission shall consider whether the proposed rezoning is consistent with the factors listed below. Staff will also review the application for consistency with these factors:

- (a) Is the requested change compatible with the existing development pattern and the zoning of nearby properties?
- (b) Has there been a change in the conditions upon which the original zoning designation was based? Has land uses or conditions changed since the zoning was established?
- (c) Does proposed zoning better conform to the Master Plan?
- (d) Will the proposed change conflict with existing or planned public improvements?
- (e) Will the proposed change adversely affect traffic patterns or congestion?
- (f) Is the proposed amendment consistent with the development patterns in the area and appropriate for orderly development of the community? The cost of land or other economic considerations pertaining to the applicant shall not be a consideration in reviewing the request?
- (g) Is the proposed amendment the logical expansion of adjacent zoning districts?
- (h) Is the timing of the request appropriate given the development trends in the area?
- (i) Will the proposed change adversely impact the environmental conditions of the vicinity or the historic resources of the County?
- (j) Will the proposed change adversely affect the health, safety and welfare of the County and the vicinity?
- (k) Other matters which may be appropriate.

Public Notification

In accordance with Alabama law, a sign with the rezoning information must be posted on the property for which a rezoning is requested. Additionally, notice is sent to all adjacent property owners as well as a legal notice printed in a newspaper of general circulation.

Public Hearing

A public hearing on the rezoning application will be held by the Baldwin County Planning Commission in accordance with their approved meeting schedule. The Planning Commission receives an agenda with staff reports and supporting materials approximately 1 week prior to the meeting date. The assigned staff member will present the pertinent details of the rezoning case as well as the staff recommendation. During the public hearing the applicant is allowed to address the Planning Commission. In addition, those for or against the rezoning application will also be allowed to address the Planning Commission. Please note: Prior to the hearing, each person desiring to address the Planning Commission must complete a Speaker Sign Up form. Staff members will be present at the meeting to provide the proper form for you to complete in order to speak.

Any written correspondence received in a timely manner will be presented to the Planning Commission. At the conclusion of the Planning Commission hearing a recommendation will be made to the Baldwin County Commission.

The Baldwin County Commission will hold a public hearing in the same manner as the Planning Commission. The Baldwin County Commission will then make the final decision on the rezoning application. Please note: When a rezoning request is decided upon by the Baldwin County Commission, whether approved or denied, another rezoning for the same property will not be heard for a period of 1 year. If 2 rezoning requests for the same property are denied by the County Commission, another rezoning request will not be heard for a period of 2 years.

Acknowledgement

I acknowledge that I have read the information contained herein. I understand that this synopsis is not an exhaustive list of requirements and I have had ample opportunity to inquire and become familiar with the requirements of the entire *Baldwin County Zoning Ordinance*.

Signature of applicant or authorized agent

Date

CONSENT FOR INSPECTION

I, _____, the owner or authorized agent for
the owner of the premises located at _____
_____,

do hereby consent to the inspection of said premises and the posting of a public notice
sign by an employee of the Baldwin County Planning Department, Baldwin County,
Alabama, in conjunction with application _____, without further notice.

I understand that the public notice signs are the property of the Baldwin County
Commission and are only to be removed by an employee of the Baldwin County
Commission.

Dated this _____ day of _____, 20____.

Signature of Owner or Authorized Agent

Telephone Number