



# BALDWIN COUNTY COMMISSION

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## 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  
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## **Small-Scale Planned Residential Development (PRD)**

### **Final Development and Site Plan Submittal Checklist**

*A small scale planned residential development (PRD) is defined as occupying a minimum of five (5) contiguous acres and less than one thousand (1,000) contiguous acres.*

*This checklist also applies for large-scale planned residential developments if the conceptual plan has been approved by the County.*

- Be made on forms available at the offices of the Baldwin County Planning & Zoning Department.
- Be accompanied by the required application fee according to the current schedule of fees established by the Baldwin County Commission for the particular category of application.
- Be accompanied by five (5) sets of plans preferably at a scale of 1" = 100' and two (2) sets of plans on 11 x 17 paper.
- Be submitted to the Baldwin County Planning & Zoning Department in accordance with meeting date and deadline schedules approved by the Baldwin County Planning Commission.
- Be accompanied by a transmittal letter listing all of the drawings, letters, calculations, attachments and other information submitted for the application.
- Be submitted within the effective period of approval as per *Section 9.10.2* of the *Baldwin County Zoning Ordinances*.

- Be accompanied by a stormwater management plan with a schematic diagram of the proposed stormwater collection system and method of retention/detention.
- Be accompanied by a statement or narrative on anticipated impacts on any public services as necessary.
- Be accompanied by preliminary statements on how maintenance and ownership of common facilities will be handled and maintained.
- Boundary of the site shown by a heavy line.
- A plan at an appropriate scale demonstrating the following:
  1. The location, grouping, distance, dimensions and height of all uses and facilities.
  2. In the case of residential development, the number of residential units proposed, their location, number of stories and overall building height.
  3. A vehicular and pedestrian circulation system including driveways, walkways, parking areas and streets to be dedicated, if any.
  4. A system of open space and/or recreational uses.
  5. A written summary of the project including a description of the development design concept, target market, anticipated sales price (for residential) and any other pertinent information.
- A proposed landscaping plan, including buffering.
- Existing and proposed streets, including the following information:
  1. Right-of-way widths.
  2. A typical design cross-section indicating road surface type, width, drainage features and sidewalks/bike paths.
- If submitted as part of a large-scale PRD, a Final Development plan shall comply in all respects to corresponding approved Conceptual Plan with the exception of minor changes allowed under *Section 9.9 Plan Modifications* of the *Baldwin County Zoning Ordinances*.

**A final site plan shall be prepared by a licensed engineer, architect or land surveyor and shall be clearly and legibly drawn at a convenient scale of not less than one (1) inch equals 100-feet, and the sheets shall be numbered in sequence if more than one (1) sheet is used. All text shall be a minimum of 1/10 of an inch in height. The sheet shall not exceed 24 x 36 inches. The site plan shall show the following:**

- Name and address of owner(s) of record.
- Proposed name of the planned development, date, north point, scale and location.
- Name of licensed engineer, architect or land surveyor.

- Vicinity map showing the location of the planned development.
- Exact boundaries of the site shown with bearings and distances.
- Names and addresses of the owners of land immediately adjoining the site as their names appear upon the plats in the office of the county tax assessor and their addresses appear in the directory of the county or on the tax records of the county.
- Wooded areas, wetlands and any other conditions affecting the site.
- The location of existing streets, buildings, water courses, railroads, transmission lines, drainage structures, public utilities, jurisdiction lines and any public easements on the site and on adjacent land within 100 feet of the site.
- Proposed rights-of-way or easements including location, widths, purposes and street names.
- The location and size of all lots.
- Proposed parks, school sites or other public open spaces, if any.
- Proposed minimum building setback lines shown and labeled on each lot.
- Site data including:
  1. Acreage in total tract.
  2. Smallest lot size.
  3. Total number of lots.
  4. Linear feet of streets.
  5. Amount of impervious surface.
  6. Density.
- Any area within or adjacent within 100-feet of the proposed planned development subject to inundation by the base flood as defined in the *Baldwin County Zoning Ordinances*, or subject to periodic inundation by storm drainage overflow or ponding, shall be clearly shown and identified on the site plan.
- Special flood hazard areas and/or coastal high hazard areas as indicated on the latest Flood Insurance Rate Map (FIRM) for the area, along with a statement to that effect.
- An acceptable wetlands jurisdictional determination from a certified environmental consultant if the proposed planned development contains wetlands or if the Zoning Administrator or his/her designee determines potential wetlands from the Generalized Wetland map as defined in the *Baldwin County Zoning Ordinances*, or through a site visit by County Staff.

- The name of each utility company proposed to provide water, sewer, electrical, and telephone service.
- Proposed land uses and the location of proposed buildings and other structures including walls and fences (when appropriate).
- Number and location of parking spaces.
- The method proposed to maintain private common open areas, buildings or other facilities, including copies of all legal documents necessary to accomplish this.
- A schedule of development (when appropriate).
- Topography, including existing contours at intervals of 2-feet.
- When the final site plan is part of a large scale PRD, the phase of the project and its location shall be given on the final development site plan.

Case No. \_\_\_\_\_ Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Application Fee: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

# ***Baldwin County Planned Residential Development Site Plan Application***

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

## **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**

Zoned    Planning District: \_\_\_\_\_    Zoning: \_\_\_\_\_    Unzoned

Parcel ID Number: 05-\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

PRD Location: \_\_\_\_\_

Flood Zone: \_\_\_\_\_    Acreage: \_\_\_\_\_    Number of Units: \_\_\_\_\_

## **Utility Information**

Electrical Provider: \_\_\_\_\_    Telephone Provider: \_\_\_\_\_

Sewer Provider: \_\_\_\_\_    Water Provider: \_\_\_\_\_



Engineer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ e-mail: \_\_\_\_\_

Surveyor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ e-mail: \_\_\_\_\_

**I, the undersigned applicant, understand that payment of these fees does not entitle me to approval of this planned residential development site plan and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning and subdivision requirements as set forth in the Baldwin County Zoning Regulations and Baldwin County Subdivision Regulations and understand that I must be present on the date of the Planning and Zoning meeting.**

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_