

REQUEST FOR AN EXEMPT SUBDIVISION LETTER

SUBMITTAL REQUIREMENTS/CHECKLIST:

The following items must be submitted:

A completed copy of this application. Pages 2 and 4 must be completed and signed by the owner(s) or authorized agent;

If someone other than the property owner is requesting a subdivision exemption letter, written authorization from the property owner must be submitted (See Agent Authorization Form);

If requesting a common lot line move, **both property owners** must sign the request and provide the **parcel identification number for each parcel**;

Sketch Plan/Drawing, drawn to scale showing the original parcel;

Sketch Plan/Drawing, drawn to scale showing the proposed division. Show all structures with dimensions to the proposed property lines;

Attach a copy of your deed along with any other documents necessary to substantiate the request such as court orders, death certificates, etc.

If requesting a One-Time Split, **provide a copy of the deed in effect as of February 1, 1984.**

Completed forms and attachments may be mailed to:

Baldwin County Highway Department
Central Annex
22251 Palmer Street
Robertsdale, AL 36567
Telephone: (251) 937-0278
Fax No.: (251) 580-1656

Baldwin County Planning and Zoning Exempt Subdivision Zoning Verification

Main Office
22251 Palmer Street
Robertsdale, AL 36567
Phone: (251) 580-1657
Fax: (251) 580-1656

Foley Office
201 East Section Street
Foley, AL 36535
Phone: (251) 972-8523
Fax: (251) 972-6820

AN APPROVED EXEMPT SUBDIVISION ZONING VERIFICATION DOES NOT CONSTITUTE APPROVAL FOR AN EXEMPT SUBDIVISION

Applicant

Name: _____ Date: _____
Mailing Address: _____
City: _____ State: _____ Zip code: _____
Telephone: (____) _____ - _____ Fax: (____) _____ - _____ e-mail: _____

Site Information

E-911 Address of Site: _____
Parcel ID Number: 05-____
Proposed Use: _____

The following items must be submitted at the time of application:

- Completed Exempt Subdivision Zoning Verification application.
- Plot Plan or Survey of **original** parcel, *drawn to scale* indicating any existing structures (*with dimensions*) and the setbacks from property lines.
- Plot Plan or Survey of **proposed** division, *drawn to scale* indicating any existing structures (*with dimensions*) and the setbacks from proposed property lines.
- Agent Authorization Form (if person other than property owner is applying)
- Any other information deemed necessary to complete the review.

This certificate is valid for a six (6) month period after date of issuance. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this verification and any worked performed will be at the risk of the applicant.

Signature of Applicant

Date

**Baldwin County Planning and Zoning
Exempt Subdivision Zoning Verification**

Office Use Only

Received By:

Date:

Case No. ZV -

Planning District:

Unzoned

Zoned

Zoning Classification:

City Limits:

Flood Zone:

Historic District:

Potential Wetlands: Yes No

Do all lots of the proposed division meet the following zoning requirements?

Minimum Front Yard	Yes	No	Minimum Rear Yard	Yes	No
Minimum Side Yards	Yes	No	Maximum Density	Yes	No
Minimum Lot Area	Yes	No	Access to All Lots	Yes	No
Minimum Lot Width at Building Line		Yes	No		
Minimum Lot Width at Street Line		Yes	No		

Is the proposed division of land compliant with current zoning? Yes No

If no, please detail the areas the proposed division is non-compliant with zoning:

Reviewed By:

Date:

REQUEST FOR AN EXEMPT SUBDIVISION LETTER

I/We would like to request a subdivision exemption letter from the Baldwin County Subdivision Regulations for the following type division to be made:

Parcel Identification Number: 05- - - - -

Check the box showing which utilities are available:

Water: Public provider Well
Wastewater: Public provider Septic tank

Check the appropriate box:

Family division (legally related family members: spouse, children, Siblings, parents, grandparents, grandchildren, or step-related individuals of the same status). Each parcel shall have its own ingress/egress and utility access or easement that runs with the land of not less than 30 feet in width; [§ 4.2(a)];

If requesting a family division of land, name of person or persons that property is to be deeded to:

Their relationship to me is: Spouse Parents Son
Grandchildren Daughter Step-related individuals of the same status
Siblings Grandparents

The public acquisition by gift or purchase of strips or parcels of land for the widening or opening of streets or for other public uses [§ 4.2 (b)];

A "one-time" split of a single parcel into two resultant parcels, if, and only if, the parcel existed and has not been divided since February 1, 1984. Submit copy of the deed in effect as of February 1, 1984. Each resulting parcel shall meet the minimum lot size and width requirements of Section 5.4(a) of the Baldwin County Subdivision Regulations. [§ 4.2 (c)];

Common property lines are being moved, no new parcels are to be created. The revised parcels shall meet the minimum lot size and width requirements of Section 5.4(a). [§ 4.2 (d)]

I certify that to the best of my knowledge, all information supplied with this request is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will result in the request being returned to the undersigned for completion.

Print Name(s) of Property Owner(s) or Authorized Agent

Mailing Address:

Phone Number: () -

Signature line

Signature(s)

Date:

For Office Use: File No. MS4 Area ETJ Owner's signature provided Yes No Date File Entered: Part of Recorded Subdivision Yes No