

Office Use Only

Case No. _____ Received By: _____ Date: _____

Application Fee: _____ Receipt No: _____

Baldwin County

Sketch Plan Application

Central Annex
22251 Palmer St
Robertsdale, Al. 36567
Phone: 251-937-0278
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

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

Subdivision Name: _____

Flood Zone: _____ Planning District: _____ Zoning: _____

Acreage: _____ Number of Lots: _____

Subdivision Type

Check One: Residential Non Residential



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 hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incomplete or incorrect information will result in this application not being considered by the Planning Director. I agree to not begin any construction or improvements until a letter is issued by the Planning Director to allow such. I understand that payment of these fees does not entitle me to approval of this sketch plan and that no refund of these fees will be made. I have reviewed a copy of the applicable subdivision requirements as set forth in the Baldwin County Subdivision Regulations.

Applicants Signature: _____ Date: _____

**SKETCH PLAN
PROCEDURE AND REQUIREMENTS**

APPLICATION SUBMITTAL CHECKLIST

This checklist shall be completed and signed upon submitting applications to be considered by the Baldwin County Engineer or through the ETJ review process.

NAME OF PROPOSED PROJECT: _____

CASE NO.: _____ **DATE:** _____

Section 4.4.1 Application Procedure and Requirements

A complete Application for Sketch Plan approval shall:

- _____ Be made on Sketch Plan application forms available from the office of the Baldwin County Engineer;
- _____ Be accompanied by the Sketch Plan application fee according to the current schedule of fees established by the Baldwin County Commission for the particular category of application;
- _____ Contain the name and address of the owner of all parcels proposed to be subdivided;
- _____ Contain the Tax Identification Number and Personal Identification Number (PPIN) of each parcel proposed to be subdivided, as such identification numbers are maintained by the Baldwin County Revenue Commissioner;
- _____ Be accompanied by 5 11" X 17" copies of the proposed subdivision layout, which shall include the following information:
 - _____ The legal description of the property and the total acreage of the parcel to be subdivided;
 - _____ The location and proposed numbering scheme of all lots;
 - _____ The size of all lots measured in square feet and the length of all proposed lot lines;
 - _____ The estimated width and location of all proposed detention/retention areas;
 - _____ The estimated size and location of all drainage and utility easements, together with the identification of all utilities proposed for overhead construction;
 - _____ The width and location of all streets within the subdivision, together with the name of all existing public roads adjacent to the property to be subdivided;
 - _____ A statement from the owner/applicant as to whether curb and gutter will be installed, and a statement as to whether streets will be privately maintained or County Maintained;
 - _____ The width and location of all proposed sidewalks;
 - _____ The identification of the zoning district applicable to the property to be subdivided, and if such property lies within an area subject to the Baldwin County Zoning Regulations;
 - _____ The estimated location of all Jurisdictional Wetlands known by the owner/applicant to exist on the property to be subdivided;

_____The location of any municipal extraterritorial jurisdiction boundary which crosses any portion of the property to be subdivided

I certify that to the best of my knowledge, all information supplied with this application is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will cause the application to not be considered by the Planning Director or processed through the ETJ review.

Signature of Applicant/Engineer/Surveyor

Firm

Date