



# BALDWIN COUNTY, ALABAMA

## *Planning and Zoning Department*

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## *Planning and Zoning Permit Types*

### **Zoning**

#### **Site Plan Approval (Formerly Land Use)**

This application is for the construction, reconstruction, repair, demolition, conversion, structural alteration, relocation, removal, or enlargement of any building or structure in zoned areas of the county to verify that the structure will comply with the Baldwin County Zoning Ordinance. This approval will be required before you can obtain a building permit.

The subtype will be dependent on the project:

- New Single-Family Dwelling – For the construction of home.
- New Manufactured (Mobile) Home – For the placement of manufactured or mobile home.
- Repairs/Alterations – For the changes and repairs of an existing structure.
- New Accessory Dwelling or Structure – For the construction or placement of a second dwelling or ANY other new structure to the property (pools, garages, pole barns, pre-built sheds, etc.).
- Demolition – For the destruction of an existing structure.
- Dune Walkover – For the construction of dune walkovers in District 25. No approvals will be given between May 1<sup>st</sup> and November 1<sup>st</sup>.
- Cell Tower – ONLY for alterations of an existing tower. If it is a new proposed tower, it will need Commission Site Plan Approval.
- Additions – For addition to an existing structure.

#### **Commercial Site Plan Approval**

This application is for commercial projects in zoned areas of the county to verify that it will comply with the Baldwin County Zoning Ordinance. This approval will be required before you can obtain a building permit.

The subtype will be dependent on the project:

- Commercial Site Plan – For uses that are permitted by right under the property's zoning designation and do NOT meet any of the criteria that require Commission Site Plan Approval.

- Commission Site Plan - For commercial projects that MAY be permitted under the property's zoning designation with Planning Commission approval or development which meets one or more of the following criteria:
  - All multiple unit developments
  - Major Projects involving new construction when the total combined gross floor area of the new construction equals or exceeds 5,000 square feet (when numerous expansions below this threshold have occurred on a site within the previous five years, the Planning Director may include the gross floor area of those recent, previous expansions when determining the applicability of this threshold)
  - Major Projects within 200 feet of property that is either zoned or used as residential. If 18.9.2(c) is the only criteria necessitating a Commission Site Plan approval, the Planning Director may require a Commercial Site Plan approval in lieu of a Commission Site Plan approval if either
    - 1) the Applicant agrees to accept a condition on approval limiting the operating hours of the business to between 8 AM to 5 PM on all days of the week,
    - 2) the project involves a change from one use to a new permitted use and no increases in the cubic footage of structures
  - Major Projects where more than 30% of the lot (excluding the building) is impervious
  - Major Projects proposing to increase the gross floor area by thirty percent (30%) or more on a site with existing structures totaling, when considered in combination, 5000 square feet or more of existing gross floor area
  - All changes of use on non-residential properties, unless proposed use would be permitted with administrative approval. All changes of use on non-residential properties unless proposed use would be permitted with administrative approval.

### **Planned Residential Development**

This application is for a proposed development (in a ZONED area) that will be under unified control and are planned and developed as a whole in a single development operation or programmed series of development stages.\* With this application, proposed subdivision can be designed with specific variations in off-street parking and loading requirements, sign requirements, landscaping requirements and area and dimensional requirements, including lot sizes, lot widths, setbacks and building height, which may be approved by the County Commission, upon recommendation by the Planning Commission.

\*NOTE: Where a planned development involves the subdivision of land, a subdivision plat shall be approved in accordance with the procedures established in the Baldwin County Subdivision Regulations.

### **Pre-Application Meeting**

This is required as a prerequisite to Rezoning and Commission Site Plan Approval applications. Once you apply someone will reach out to schedule a meeting between you and our staff.

### **Rezoning**

This application is for requests to change the zoning of a property.

## **Sign**

This application is for the Site Plan Approval of signs in zoned areas of the county.

## **Zoning Variance**

This application is for requests for a Variance from the requirements of Baldwin County Zoning Ordinance.

## **Verification**

This application is for anyone needing specific zoning information about a property. In the description, you will need to be clear about the exact information you need.

# **Land Disturbance**

A land disturbance is the disturbance of soil associated with grubbing, grading, excavating, filling of land, or other similar activities which may result in soil erosion.

**Filling** - Bringing any type of fill material (including gravel).

**Grading** - Adding, removing, or rearranging of earthen materials to ensure a level base or specific slope.

**Excavation** - Any mechanical removal of rock, sand, gravel, or other unconsolidated materials from a location. This also includes grubbing which is the shallow digging of surface soil, generally to clear away roots, stumps, and similar subsurface vegetation.

**Dredging** - Removal of material from the bed of a waterbody, waterway, or wetland.

## **Flood Land Disturbance**

This application is for land disturbances occurring in UNZONED areas and areas zoned BCZ (Base Community Zoning). This permit is required if one or more of the following apply:

- The land disturbance is within the potential wetlands layer.
- The land disturbance is within a flood prone area.
- The land disturbance is within 30 feet of the potential wetlands layer and more than 25 square feet of land disturbance.
- The land disturbance is more than 30 feet but less than 50 feet from potential wetlands layer and more than 500 square feet of land disturbance.

## **Zoned Land Disturbance**

This application is for land disturbances occurring in ZONED areas of the county (except BCZ Zonings). This permit is required if one or more of the following apply:

- The land disturbance is within the potential wetlands layer.
- The land disturbance is within a flood prone area.
- The land disturbance is within 30 feet of the potential wetlands layer and more than 25 square feet of land disturbance.
- The land disturbance is more than 30 feet from the potential wetlands layer and more than 500 square feet of land disturbance.

\*Note: If the land disturbance in a ZONED area is associated with the building of a structure, then you will just need to obtain Site Plan Approval. \*

## **Subdivision**

### **Concurrent Plat (SC)**

The division of a parcel(s) into a small number of lots (usually 5 or less) that does not require new infrastructure (roads, drainage, common drives, etc.)

### **Exempt Subdivision (PF)**

A division of land that can be done administratively by P&Z staff. The potential exemptions are:

- A family division of land in which the current property owner deeds each resulting parcel to an immediate family member (parent, sibling, spouse, child).
- Public acquisition by gift or purchase of strips or parcels of land for the widening or opening of streets or for other public uses.
- “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.
- The relocation of a common property line between two parcels where no new parcels are created.
- The division of a single parcel into two resultant parcels if each resulting parcel is equal to or greater than thirty-five (35) acres in size.

\*NOTE: An exemption shall not apply to a proposed subdivision or resubdivision that will result in a “Major Change” to a recorded Final Plat or Final Site Plan.

### **Final Plat**

This application is to be applied for after receiving a Preliminary Plat Approval.

### **Planned Unit Development (PUD)**

If three or more dwellings are proposed on a single parcel, a PUD application is required. Typically, the units will remain under unified ownership (RV sites, for example) and cannot be sold without submitting Preliminary and Final Plat applications.

### **Revised Final Plat/Site Plan**

This application is for minor changes to an approved Final Plat or Site Plan.

### **Preliminary Plat (SPP)**

The division of a parcel(s) into multiple lots that will require new infrastructure (roads, drainage, common drives, etc.). A sketch plan meeting is usually required before submitting a preliminary plat application.

### **Sketch Plan (SSK)**

A meeting with Planning & Zoning staff to discuss a proposed project, a pre-requisite for submitting a preliminary plat application. If an applicant is submitting a preliminary plat and common drives are the only required infrastructure, a sketch plan meeting is not usually required.

### **Subdivision Variance (SV)**

If complying with the Subdivision Regulations creates an extraordinary hardship, an applicant may request a variance by applying for a subdivision variance. The hardship must be related to “physical surroundings, shape, or topographical conditions of the specific property.”

## **Other**

### **Architectural Review Board (ARB) Certificate of Appropriateness**

This application is required for constructing, moving, altering, or demoing structures (including fences) in areas located in the historic districts of the county (Battles Warf/Point Clear, Magnolia Springs, Malbis and Montrose). It will be required before you can obtain Site Plan Approval. If you are unsure if your property is in a historic district, you can contact our department.

### **Billboard Application**

This application is for the construction or structural alteration of Billboards located in unincorporated areas of Baldwin County.

### **Mortgage Acceptance Letter**

This application is for those requesting to only include part of their property in a mortgage.

### **Highway Construction Setback Appeal**

This application is for requests to appeal the required Highway Construction Setbacks from certain state and county roads and highways.

### **Permit Extension Request**

This request is ONLY for the extension of a Subdivision, Commission Site Plan or Planned Residential Development approval.