



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 1st and November 1st.
- 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.

Unzoned Land Disturbance

This application is for land disturbances occurring in UNZONED areas of the county. 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. 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 Review

This application is for the Preliminary and Final Plat Approval of non-exempt subdivisions that are 5 lots or less IF both below conditions are met:

1. Development does not require the installation or construction of new streets.
2. Each lot fronts a private road or public right-of-way which provides access for existing utilities to connect with each proposed lot without requiring the construction of additional infrastructure or utilities to connect with the boundaries of each proposed lot.

Exemption Verification

This application is for the few exceptions where a division of land that complies with the minimum lot size provisions is exempt from the rest of the Subdivision Regulations*. 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

This application is for proposed subdivisions 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, a proposed subdivision can be designed with clustered lots and/or reduced setbacks smaller than those normally required for a standard subdivision.

Revised Final Plat/Site Plan

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

Preliminary Plat

This application is to be applied for after receiving a Sketch Plan Approval. (Unless you are proposing a subdivision under unified control OR clustered lots and/or reduced setbacks smaller than those normally required for a standard subdivision. Then you would need to apply for a Planned Unit Development.)

Sketch Plan

This application is required for all subdivisions that are proposed to include BOTH:

1. Six or more lots
2. New infrastructure (roads or drainage facilities)

This will be the first application to complete unless the development is eligible for an Exemption Verification or Concurrent Review.

Subdivision Variance

This application is for requests for a Variance from the requirements of the Subdivision Regulations.

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.