



**BALDWIN** COUNTY,  
ALABAMA

## **BALDWIN COUNTY COASTAL AREA PROGRAM**

### **PROCESS FOR BCCAP/ADEM PERMIT APPLICATIONS**

Attached is the checklist and application necessary to apply for a Coastal Permit for any construction on a property intersected by the Construction Control Line in the Alabama Coastal Area.

After you submit a **complete permit application package**, this process requires a thirty (30) day public notice period. The total time period is approximately six (6) to eight (8) weeks. Multi-family projects and projects requesting a variance under Alabama Coastal Area Management Program (ACAMP) will generally require a public hearing on site.

Every effort will be made to process the completed permit application package in a timely manner while ensuring that the various requirements of the Coastal Management Program are met. **Applications will not be processed until a complete application package is accepted by the Baldwin County Coastal Program.** Page two (2) is a checklist of all required items, additional information may also be required.

For further information, you may contact Janie Joiner at 251-972-6837 or by email to [Janie.Joiner@BaldwinCountyAL.gov](mailto:Janie.Joiner@BaldwinCountyAL.gov).

## BALDWIN COUNTY COASTAL AREA PROGRAM

# CHECKLIST FOR BCCAP/ADEM PERMIT APPLICATIONS

Single family dwelling or duplex (not to exceed 2 units)

- Completed application form
- Legal description of property and E-911 physical address
- Certified deed, lease, or other instrument under which the applicant claims title, possession, or permission from the owner of the property to carry out the project
- Location or Vicinity Map
- Current survey of the project site prepared, signed, and sealed by a duly licensed surveyor of the State of Alabama showing:
  - location of all existing and proposed structures including dune walkovers (with length)
  - lot dimensions
  - location of the Construction Control Line as determined by state plane coordinates
  - the distance from the nearest Construction Control Line monument to the lot
  - any wetland areas
- If wetlands are located on the property, a map delineating and identifying all wetlands on the property.
- Identification of water supply (listed on application)
- Identification of sewer source (listed on application)
- Incidental Take Permit from US Fish & Wildlife Service (251-441-5868 or 251-441-5181)
- Application fee made payable to the Baldwin County Commission.

**BALDWIN COUNTY COASTAL AREA PROGRAM**  
**FEE SCHEDULE FOR BCCAP/ADEM PERMIT APPLICATIONS**

TYPE OF ACTIVITY	FEE
Single Family Dwelling	\$1,110.00
One Duplex or One Townhouse (not to exceed 2 units)	\$1,460.00
Commercial (non-residential) structure, multi-unit residential structure having more than 2 units, or any other combination of living units	\$14,555.00
Commercial or Residential Development greater than 5 acres and less than 25 acres in size	\$7,520.00
Commercial or Residential Development 25 acres or greater and less than 100 acres in size	\$15,890.00
Commercial or Residential Development 100 acres or greater in size	\$21,600.00
Certification transfer or to change the name of applicant only	\$665.00
Modifications, and/or time extension, not requiring public notice	\$665.00
Modifications and/or time tension, requiring public notice shall be one-half the fee listed in Schedule B but in no case less than \$665.00	½ or \$665.00
Variance request	\$2,730.00

Effective September 2014

Checks should be made payable to Baldwin County Commission.



# BALDWIN COUNTY, ALABAMA

## Application for a Permit for the Construction of Single Family Dwellings, Duplexes, or Other Similar Structures on Properties Intersected by the Construction Control Line in the Alabama Coastal Area

I hereby make application for a permit for a construction project on a property intersected by the Construction Control Line in the Alabama Coastal Area:

1. Name of Applicant (Owner or Developer):      Name of Contractor:

\_\_\_\_\_

\_\_\_\_\_

2. Name and Title of Responsible Official:  
(If different from above)      Name of Contact w/ Contractor:

\_\_\_\_\_

\_\_\_\_\_

3. Mailing Address:      Mailing Address of Contractor:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Phone Number:      Phone Number of Contractor:

\_\_\_\_\_

\_\_\_\_\_

5. Project Location (Street Address, City and County):

\_\_\_\_\_

6. Indicate the parts of this application which are attached:

- |  |   |
|--|---|
| <input type="checkbox"/> A. Survey of the project site showing location of <u>all existing and proposed structures</u> , lot dimensions, the location of the Construction Control Line as determined by state plane coordinates, the distance to the nearest Construction Control Line monuments, and any wetland areas. | <input type="checkbox"/> D. Deed, Lease or other similar legal instrument                                     |
| <input type="checkbox"/> B. Legal Description of Property  | <input type="checkbox"/> E. Variance Information as Required by ADEM Admin. Code 335-8-1-.13 (if appropriate) |
| <input type="checkbox"/> C. Location or Vicinity Map   | <input type="checkbox"/> F. Fee   |

---

### BALDWIN COUNTY COASTAL AREA PROGRAM

---

7. Project Description:

Type of Project:

Single Family Dwelling

Duplex

Other (Specify):

Number of Stories: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Number of Parking Spaces: \_\_\_\_\_

Lot Size in Acres: \_\_\_\_\_

Lot Dimension in Feet \_\_\_\_\_

Description of activity: \_\_\_\_\_

---

8. Water Supply:

Water System

Well

Not Applicable

Name of System: \_\_\_\_\_

9. Waste Water System:

Sewer System

Septic Tank

Other (Specify):

Not Applicable

Name of System: \_\_\_\_\_

10. Tax I.D. & Parcel Number: \_\_\_\_\_

11. Subdivision Name, Lot #, Unit # \_\_\_\_\_

12. 911 Property Address \_\_\_\_\_

\_\_\_\_\_  
Signature of Owner, Developer or Responsible Official

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Submit copy of completed application form and all required information to:

Baldwin County Coastal Program  
c/o Janie Joiner  
201 E. Section St.  
Foley, AL 36535  
251-972-6837  
[Janie.Joiner@BaldwinCountyAL.gov](mailto:Janie.Joiner@BaldwinCountyAL.gov)