



# MOBILE CITY PLANNING COMMISSION

**Mailing Address:**

Urban Development Department  
Planning Section  
P. O. Box 1827  
Mobile, Alabama 36633  
Phone: (251) 208-5895; Fax: (251) 208-5896

**Location**

Mobile Government Plaza  
205 Government Street  
Third Floor - South Tower  
Mobile, AL 36644

**NOTE:** **SEVEN (7) COPIES** of all the necessary information as required by the Zoning Ordinance, INCLUDING THE SITE PLAN, must be submitted along with **SEVEN (7) COPIES** of this application by **NOON** on the deadline filing date. Otherwise this application will not be accepted. Separate application packets are required for each application type.

**Type of Application and Fees:**

<b>Zoning Change</b> \$ 100.00 (if recommended for approval, additional advertising fee required)	<b>Planning Approval</b> \$ 150.00 (non-profit \$ 50.00)	<b>Planned Unit Development</b> \$ 150.00
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(Application Fee + Postage Fee + \$ 1.00 Notification Fee per mailing label + \$ 1.00 Computer/Fax Fee = **Total Application Cost**)

1. Applicant: \_\_\_\_\_  
(if other than owner, must furnish written authorization from owner)  
Full Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Email: \_\_\_\_\_
2. Owner: \_\_\_\_\_  
(Submit evidence, such as deed or tax assessment, that the above person clearly has right of possession to the land area and any structures thereon)
3. Attach a brief description of property location. \_\_\_\_\_
4. Attach a copy of the legal description and parcel number of the property in question. \_\_\_\_\_  
(Parcel Number)
5. Present Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_
6. Area of property, sq. ft. or acres: \_\_\_\_\_
7. **DESCRIPTION:** Attach a description of the contemplated use and character of improvements, existing or to be constructed, on this property and a time schedule for development (beginning and completion of development and, if planned in stages, schedule shall indicate the successive stages and the development planned for each stage).
8. **PLAN CONSISTENCY ANALYSIS:** Attach a document that illustrates how the application is or is not consistent with the Comprehensive Plan (Map for Mobile: Framework for Growth). The document should include a narrative, a matrix, and any graphics that may help illustrate consistency with the plan, or justify any inconsistencies.
9. **ZONING applications:** Attach a statement explaining the condition(s) that make the passage of the zoning amendment necessary, and what is the probable effect of this proposed amendment on the surrounding land uses and properties. The Zoning Ordinance states that an amendment is to be made only when one or more of the following conditions prevail: 1) there is a manifest error in the ordinance; 2) changes in conditions in a particular area make a change in the ordinance necessary and desirable; 3) an increased need for business or industrial sites in addition to sites that are available, make it necessary and desirable to rezone an area or extend the boundaries of an existing district; 4) the subdivision of land into urban building sites makes reclassification necessary and desirable.
10. **Planned Unit Development applications:** Attach a statement describing the PUD ownership, and copies of agreements or covenants proposed to govern the PUD (see Section 64-5.D.2.a. for other required documentation).
11. **SITE PLAN must be filed with this application (7 COPIES).** The site plan, drawn to scale, must illustrate the following information: Dimensions of the site which will be affected; streets and easements bounding and intersecting the designated area; dimensions and locations of existing and proposed structures; yards/setbacks of existing and proposed structures; building height of structures; existing and proposed parking spaces, drive-ways, and access points; buffer protections (such as fences or planting strips); and landscaping. Also, please submit a digital copy (DXF or DWG - AutoCAD 2007 compatible) with different improvements/requirements on separate layers.
12. **TREES:** Are there any 24-inch diameter or larger trees on the site?  YES  NO  
If YES, are they shown on the Site Plan?  YES  NO
13. **LABELS AND NOTIFICATION REQUIREMENTS:** Provide the names and complete addresses of owners of property lying within 300 feet of the property in this application, as shown by the latest assessment records of the Mobile County Revenue Commissioner's Office located in the plat and map room. ALL property ownership information provided for notification MUST be verified through Probate Court records. Each name and address must be TYPED on a standard size (approximately 1" x 2-5/8") white self-adhesive label. Include one (1) label with the APPLICANT'S name and address, plus one (1) label with the OWNER'S name and address (if applicant and owner differ). **▲ PHOTOCOPY OF THE TYPED LABELS MUST ALSO BE SUBMITTED.** (Please use 8\_1/2" x 11" sheets of labels).
14. **SIGNATURE:** It is warranted in good faith by the applicant whose name is signed hereto that all of the above facts are true and correct.

**DATE:** \_\_\_\_\_ **APPLICANT'S SIGNATURE:** \_\_\_\_\_

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**AGREEMENT ALLOWING THE CITY OF MOBILE TO POST  
PUBLIC NOTICE SIGNS ON PROPERTY PENDING BEFORE  
THE MOBILE CITY PLANNING COMMISSION**

I hereby agree to allow the City of Mobile to post on my property, which is under consideration for rezoning or Planning Approval, a sign notifying the general public of said request. I understand that the City of Mobile will erect and maintain said sign for the prescribed period of time.

**DATE:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

## **CHECKLIST (ZON, PUD, PLA)**

- SEVEN (7) COPIES OF COMPLETED APPLICATION
- LEGAL DESCRIPTION OF SITE IN QUESTION (FROM DEED OR SURVEY, NOT A TAX ASSESSMENT DESCRIPTION)
- PARCEL NUMBER OF SITE IN QUESTION
- DETAILED DESCRIPTION OF PROPOSAL
- PLAN CONSISTENCY ANALYSIS
- SEVEN (7) COPIES OF SITE PLAN SHOWING ALL INFORMATION LISTED ON THE APPLICATION (DRAWN TO SCALE)
- DIGITAL COPY OF SITE PLAN (DXF or DWG - AutoCAD 2007 compatible)
- ALL TREES 24" AND LARGER SHOWN ON PLAN
- ADDRESS LABELS FOR PROPERTY OWNERS WITHIN 300 FT.; ADDRESS LABEL FOR APPLICANT; AND, IF APPLICANT AND OWNER DIFFER, ADDRESS LABEL FOR OWNER
- FIRST-CLASS POSTAGE FEE FOR EACH PROPERTY OWNER, APPLICANT AND/OR OWNER. (PLEASE DO NOT SUBMIT ADDRESSED ENVELOPES OR POSTAGE STAMPS)
- NOTIFICATION FEE (\$ 1.00 ) PER MAILING LABEL
- ONE PHOTOCOPY OF ADDRESS LABELS
- SIGNATURE OF PROPERTY OWNER OR LETTER AUTHORIZING APPLICANT TO SUBMIT APPLICATION

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE PROCESSED. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY THE PROCESSING OF YOUR REQUEST.

**IF YOU HAVE ANY QUESTIONS  
PLEASE CALL (251) 208-5895**

### **"NOTIFICATION REQUIREMENTS**

Effective January 1, 2007, ALL property ownership information provided for notification MUST be verified through Probate Court records. This new policy, which is the result of an Alabama Court Decision, will ensure proper legal notification of the current owner if the property has sold since the last assessment records. It is the applicant's responsibility to verify this information; and failure to do so may cause delays in processing or a decision by the Planning Commission or Board of Zoning Adjustment."