



# City of Orange Beach

COMMUNITY DEVELOPMENT DEPARTMENT

P.O. Box 2432

Orange Beach, AL 36561

251.981.2610 Fax 251.981.3725

<http://www.cityoforangebeach.com>

## DEVELOPMENT PERMIT APPLICATION

To be completed by Community Development Department Staff

### APPLICATION DATA

Application #: \_\_\_\_\_

Total Fees Paid: \_\_\_\_\_

Check Number: \_\_\_\_\_

### TYPE OF APPLICATION

- \_\_\_ Administrative Site Plan Review
- \_\_\_ Site Plan Review
- \_\_\_ Preliminary/Final Minor Subdivision Approval
- \_\_\_ Preliminary Major Subdivision Approval
- \_\_\_ Final Major Subdivision Approval
- \_\_\_ Rezoning
- \_\_\_ Preliminary PUD Approval
- \_\_\_ Final PUD Approval
- \_\_\_ PUD Modification
- \_\_\_ Temporary Portable Building

### NAME OF PROJECT:

\_\_\_\_\_

**PROJECT DESCRIPTION:** *(Provide Brief Description of Proposed Development, Subdivision, Rezoning, Portable Building, or Special Event; To include lot sizes, square footage of building coverage, number of lots, proposed land uses, number of units, number of buildings, a project narrative, etc.; if more space is needed attach a separate page)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PROPERTY INFORMATION:

Address: \_\_\_\_\_ Tax Parcel #(s): \_\_\_\_\_  
\_\_\_\_\_

Existing Use: \_\_\_\_\_ Zoning: \_\_\_\_\_ PPIN #(s) \_\_\_\_\_

### APPLICANT INFORMATION:

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER INFORMATION:

Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Signature (Applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

## Fee Schedule

Application Type	Fee
Administrative Site Plan Review	\$125.00
Site Plan Review	\$250.00
Minor Subdivision Approval	\$250.00 + \$5 per lot
Major Subdivision Approval – Preliminary	\$250.00 + \$5 per lot
Major Subdivision Approval – Final	\$200.00 + \$4 per lot + \$2 per linear foot of paved roadway
Rezoning Application	\$250.00
Planned Unit Developments	\$1,500.00
Modifications to Planned Unit Developments	\$250.00 - \$1,500.00
Temporary Portable Building Permit	No Fee
Zoning Text Amendment	\$250.00
Comprehensive Plan Amendment	\$250.00
Refer to Ordinance 2003-741 for applicable Storm Water Management Fees (Due before issuance of Building Permit)	
Engineering Fees including Traffic Studies – Actual costs recovered from Applicant	
Certified Mail Fees – Actual costs recovered from Applicant	

## Application Review Process

Planning and development applications require varying degrees of review, as specified by the City of Orange Beach regulations. The following table summarizes the review requirements for common types of applications. Please contact the Department of Community Development for further details on the review process for your application. **You must request Community Development to forward your application to City Council within 90 days after Planning Commission, if applicable.**

Planning Commission Only	Planning Commission & City Council
<ul style="list-style-type: none"> <li>• Site Plan Review</li> <li>• Minor Subdivision Approval</li> <li>• Major Subdivision Approval - Preliminary</li> <li>• Major Subdivision Approval – Final</li> </ul>	<ul style="list-style-type: none"> <li>• Rezoning</li> <li>• Preliminary PUD Approval</li> <li>• Final PUD Approval</li> <li>• PUD Modifications</li> <li>• Temporary Portable Building (City Council Only)</li> <li>• Special Events Permit (City Council Only)</li> </ul>

### General Instructions for Completing the Planning Commission Application Form

1. **Please make an appointment with the Community Development Department to review the application and project prior to submission.**
2. Fill out all requested information completely and legibly. Attach a separate piece of paper keyed to the item number if more space is needed.
3. The format, sequence and order of the required supporting documentation shall be substantially in conformity with the order of the requirements for each submission. Any documents larger than 8½” x 11” shall be folded to this size.
4. All documents shall be grouped into complete sets of submittals such that each group contains the required items (except when only copy of an item is required).
5. The application must have an original signature of the owner and applicant. Copies and facsimiles will not be accepted unless accompanying a signed original.

6. All drawings must be signed and sealed by an engineer, architect or surveyor (as applicable), registered to practice in the state of Alabama, pursuant to the Alabama Code 1975, as amended. All Planning Commission submittals shall be submitted at one time. The department will not accept pieces or parts of submittals of an application. If the application is incomplete or if all required supporting documentation is not submitted, it will not be placed on the Planning Commission agenda. Include the correct fee or the review of your application will not be processed. **(All Planning Commission Applications are due by 5:00 p.m. on date of deadline)**

**General Submittal Requirements for  
 Site Plan Review Application**

1. One (1) check for \$250.00 and any other applicable fees as determined by the City.
2. One (1) completed application with an original signature. Twelve (12) additional copies will be required at second deadline.
3. One (1) copy of the deed or title certificate.
4. One (1) copy of the utility letters stating availability of service.
5. One (1) boundary/topographic survey of the property (including a complete legal description of the property, vicinity map, and existing contour intervals of not more than 1-foot).
6. Three (3) 24' x 36' copies of the site plan including: Site Data Table (format to be similar to the one provided below), utility service plan, lighting plan, proposed erosion control plan, proposed post development grading plan drawn at a minimum of 1-foot contour intervals linked to existing contours of abutting properties, concept drainage plan, landscape Plan (including Existing Tree survey if applicable) **Drawn by Registered Landscape Architect**, Scaled Building Elevations and a Generalized Floor Plan including building Finish Floor Elevations, Dumpster or Trash Pick-Up Location & Screening, Location and Character of any Signs.

<b><u>Site Data Table</u></b>		
Zoning of the Site	Set Backs	Lot Size
Lot Width	Proposed Building Coverage *	Existing Building Coverage **
Parking Area Coverage *	Other Impervious Surfaces *	Total Lot Coverage *
Open Space *	Proposed Building Height	Parking Spaces Proposed
Dwelling Units	Dwelling Units Per Acre	
* - Square footage and percentage of total lot area		** - If applicable

**For complete Site Plan Review requirements refer to the Zoning Ordinance (#172).**

**General Submittal Requirements for  
 Subdivision Application**

1. One (1) check for \$250.00 + \$5.00 per lot for Minor Subdivisions (Preliminary and Final Approval) and Major Subdivisions (Preliminary Approval). One (1) \$200.00 check + \$4.00 per lot, + \$2.00 per linear foot of paved roadway for Major Subdivisions (Final Approval). Refer to Ordinance 2003-741 Storm Water Management Regulations for applicable Impact Fees.
2. One (1) completed application with an original signature.
3. One (1) copy of the deed or title certificate showing property ownership.
4. One (1) copy of utility letters indicating availability of service.
5. One (1) copy of a neighborhood properties map which designates tax parcel numbers and names and addresses of the adjacent and adjoining property owners of the proposed subdivision. The list of names and numbers shall be **certified by the County Revenue Commissioner's office. No other list will be accepted. Certified Mail Fees – Actual costs recovered from Applicant.**
6. Three (3) 24' x 36' copies of the subdivision plat. Twelve (12) additional copies will be required at the second deadline (minimum size 8½" x 14').

**Refer to the City of Orange Beach Subdivision Regulations for additional requirements.**

**General Submittal Requirements for  
Rezoning Applications & Planned Unit Development Submittals**

1. One (1) check for \$250.00 application fee for rezonings, or one (1) check for \$1,500.00 application fee for PUDs.
2. One (1) completed application with an original signature. Twelve (12) additional copies will be required at second deadline.
3. One (1) copy of the deed or title certificate showing property ownership.
4. One (1) copy of a neighborhood properties map, which designates tax parcel numbers and the names and addresses of property owners within 500' of the proposed rezoning. The list of names and numbers shall be certified by the County Revenue Commissioner's office. **No other list will be accepted.** *Certified Mail Fees – Actual costs recovered from Applicant.*
5. Three (3) copies of a boundary survey of the site on a minimum 24"x36" sheet size, minimum 1"=30' scale, indicating all contiguous land holdings held by the Owner, the legal description and a vicinity map. Twelve (12) additional copies will be required at the second deadline (minimum size 8½" x 14'). This is a requirement of Rezoning Applications only.

**Additional Requirements for Planned Unit Development Submittals**

(In addition to the above requirements)

6. One (1) copy of utility letters indicating availability of service.
7. One (1) copy of a boundary survey of the site on a minimum 24"x36" sheet size, minimum 1"=30' scale, indicating all contiguous land holdings held by the Owner, the legal description and a vicinity map.
8. One (1) topographic survey of the property.
9. Three (3) 24' x 36' copies of the Master Plan including; a site data table, utility service plan, concept drainage plan, and landscape plan. Twelve (12) additional copies will be required at the second deadline (minimum size 8½" x 14').

**Refer to Ordinance #172 City of Orange Beach Zoning Ordinance for additional requirements. You will be required to submit additional copies as the review proceeds from Planning Commission to the City Council.**