

THE CITY OF DAPHNE PLANNING DEPARTMENT
SCHEDULE OF SUBMITTAL DEADLINES
(Regular Meeting held on the 4th Thursday of each month)

ARTICLE XXXIV
THE SCHEDULE OF FEES

34-1 SCHEDULE OF FEES. The schedule of fees assessed by the City of Daphne with regard to the administration of the Land Use and Development Ordinance fees for Planning Commission submittals:

<u>DESCRIPTION</u>	<u>FEE</u>
Site Plan	\$200.00
Preliminary and Preliminary/Final Plat File	\$150.00
Per Lot	\$10.00
Amendments	\$50.00
Final Plat File	\$100.00
Per Lot	\$10.00
Request to Rezone Advertisement fee	\$300.00 \$4.75 per letter
Easement and/or Right of Way Advertisement fee	\$100.00 \$4.75 per letter
Annexation	No Fee

SITE PLAN REVIEW, PRELIMINARY, PRELIM/FINAL PLATS, FINAL PLATS, VACATION OF EASEMENT/RIGHT-OF-WAY, ZONING AMENDMENT, AND ANNEXATION.

30 DAYS PRIOR TO THE REGULAR MEETING, PER THE CITY OF DAPHNE LAND USE & DEVELOPMENT ORDINANCE).

... SUPPLEMENTAL SUBMITTAL INFORMATION . . .

Applications to be considered by the City of Daphne Planning Department shall be accompanied by the appropriate documents as outlined on the supplemental list(s) attached.

1. Submit set to the Community Development Department, as well as, distribute:
 - a. (1) complete set to Chip Martin, Fire Marshal, 1705 Main Street, 621-2815 (Requires an electronic record on CD in a pdf format, present 7:00 a.m. to 4:00 p.m., or email at chipmartin@bellsouth.net.
 - b. (1) complete set to the Utilities Board of the City of Daphne, 900 Daphne Avenue, Attn: Rob McElroy, General Manager, 626-2628, present 7:30 a.m. to 4:30 p.m.

Upon review and staff approval:

2. (12) 11 X 17 of each plan sheet for the Commission presentation.
3. (1) 8 ½ X 11 reduction of each plan sheet.
4. Requires a CD in a power point compatible format, present 8:00 a.m. to 5:00 p.m., or email at nananderson@bellsouth.net.

THE CITY OF DAPHNE
PLANNING DEPARTMENT
APPLICATION FOR ZONING AMENDMENT

Application Number: _____ Date Plat Submitted: _____

Date Presented: _____

Name of Owner: _____

Address: _____ Telephone# _____
(Street or P.O. Box) (City) (State) (Zip Code)

Name of Authorized Agent, if other than owner: _____

Address: _____ Telephone# _____
(Street or P.O. Box) (City) (State) (Zip Code)

Subdivision: _____

Lot(s): _____ Unit _____

_____ Two (2) copies of legal description of the subject property.

_____ Two (2) copies of subdivision plat or site plan drawn to scale,
(28" x 36").

_____ List of the names and mailing addresses for the adjacent property
owners (Date Submitted: _____).

Meeting Dates:

Planning Commission: _____

City Council: _____

Reason(s) for requesting the Zoning Amendment:

SIGNATURE OF OWNER OR AUTHORIZED REPRESENTATIVE

(Application for a Zoning Amendment information shall be that of the owner of the subject property).

Revised: March 18, 2004

APPLICATION FOR ZONING AMENDMENT

STATE OF ALABAMA)
COUNTY OF BALDWIN)
CITY OF DAPHNE)

This is to certify that I (we) the undersigned am the owner(s) of said property and do hereby request the City of Daphne to grant a Zoning Amendment for said property for the reasons outlined herein:

1) Description of property for which amendment is requested:

- a) Address _____

- b) Name of Subdivision _____
- c) Lot numbers involved in change _____
- d) Total acreage of change _____
- e) Recorded in Map Book _____ Page _____
- f) Owned in whole by the undersigned? _____
- g) If owned in part, name(s) of co-owner(s) :

2) Zoning change requested:

- a) Present classification of property _____
- b) Reclassification desired _____
- c) Character of neighborhood _____

3) Certifications:

- a) Owner's Name _____
- b) Address _____
- c) Telephone Number _____
- d) Date _____

Signature of Property Owner

Signature of Property Owner

AGREEMENT

...ALLOWING THE CITY OF DAPHNE TO POST PUBLIC NOTICE SIGNS ON THE PROPERTY FOR WHICH AN APPLICATION FOR A ZONING AMENDMENT HAS BEEN SUBMITTED TO THE CITY COUNCIL.

I hereby agree to allow the City of Daphne to post on my property, for which an application for a zoning amendment has been submitted to the City Council, a sign or sign(s) notifying the general public of said request. I understand the City of Daphne shall erect and maintain said sign(s) for the prescribed period of time and remove the same.

Date

Signature of Property Owner

**THE CITY OF DAPHNE
PLANNING DEPARTMENT
SUPPLEMENTAL LIST
(ZONING AMENDMENT)**

The following list of supplemental information shall accompany the plan(s) at time of submittal:

A transmittal letter outlining documentation to be reviewed, as follows:

- ___ 1. Application
- ___ 2. Check - cost of the zoning amendment, \$300 plus \$4.25 per letter
- ___ 3. Adjacent property owners' list (Attach three (3) sets of mailing labels for each of the property owners outlined on the list)
- ___ 4. Certification of Property Owners Notification List
- ___ 5. A site plan or subdivision checklist with the appropriate item marked and the signature of the project manager
- ___ 6. Recorded warranty deed of the subject property (proof of ownership of the property)
- ___ 7. Letter of authorization (authorization of the agent/representative to act on the owner's behalf)
- ___ 8. Copy of current certified survey
- ___ 9. Legal description of the area to be rezoned (provide 8 ½ x 11 copy and on diskette)
- ___ 10. Map of property which illustrates present and proposed zoning
- ___ 11. Site plan sheet
- ___ 12. Grading/drainage and Erosion Control Plan
- ___ 13. Drainage calculations (if applicable).
- ___ 14. Utility Plan Sheet
- ___ 15. Architectural plans in preliminary form (architectural renderings, floor plan, and elevations)
- ___ 16. Tree Survey
(Indication of trees to be preserved and removed. The plan shall be 24 x 36 and the same scale as the plan. Shall be placed on vellum for overlay purposes. Applicable for the construction of a business or commercial development)
- ___ 17. Landscape and Irrigation Plan
- ___ 18. Pylon and/or monument and building sign details
- ___ 19. (1) 24 x 36 complete copy of site plan
- ___ 20. (1) 24 x 36 complete copy of subdivision plat
(Applicable for the construction of a residential or commercial subdivision)

Submitted by:

Project Manager

Received by:

Director of Community Development or Planning Coordinator

(Application and other documentation must reflect the information of the owner of the property).

**CITY OF DAPHNE
PLANNING DEPARTMENT**

CERTIFICATION OF PROPERTY OWNER NOTIFICATION LIST

Public hearings for zoning amendments, vacation of easements and/or rights of way, and subdivisions as provided for in the Code of Alabama, 1975, (as amended), require notification to adjacent property owners. The list of names and addresses shall be a current listing obtained for the records available in the Baldwin County Revenue and/or Probate Office.

We, the owner of subject property and project engineer, do hereby certify that the attached adjacent property owners' list was obtained from the Baldwin County Revenue and/or Probate Office and is to the best of our knowledge is a current list of all real property owners adjacent to the subject property.

Project Engineer Name

Registration Number

Project Engineer Signature

Date

Owner or Authorized Agent Name

Owner or Authorized Agent Signature

Date

cc: William H. Eady, Sr., Director of Community Development