

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	\$300.00
Advertisement fee	\$4.75 per letter
Easement and/or Right of Way	\$100.00
Advertisement fee	\$4.75 per letter
<u>Annexation</u>	<u>No Fee</u>

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
SUPPLEMENTAL LIST**

(ANNEXATION)

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

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

- ___ 1. Application (Petition)
- ___ 2. Recorded warranty deed of the subject property (proof of ownership of the property)
- ___ 3. Letter of authorization (authorization of the agent/representative to act on the owner's behalf)
- ___ 4. Copy of current survey
- ___ 5. Legal description of the area to be annexed (provide 8 ½ x 11 copy and on diskette)
- ___ 6. Map of property
- ___ 7. (1) 24 x 36 complete copy of site plan or subdivision plat, if applicable

Submitted by: _____
Applicant or Authorized Agent

Received by: _____
Director of Community Development or Planning Coordinator

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