



ANNEXATION SUPPLEMENTAL LIST

Department of Community Development
1705 Main Street or P.O. Box 400
Daphne, AL 36526
(251) 621-3184 ~ Fax: (251) 621-3185

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** signed by current property owner
- ___ 2. **Letter of authorization** (authorization allowing the agent/representative to act on the owner's behalf)
- ___ 3. ****Check payable to the City of Daphne** - \$540 plus certified mail fee per notice letter, except when requesting R-1 Low Density Single Family Residential zoning (see Fee schedule, Article 34 of the Land Use & Development Ordinance).
- ___ 4. ****Adjacent property owners' list-APO**-names and addresses of all adjoining property owners, including those across a street or railroad right-of-way, as shown in the public records of Baldwin County. (Attach three (3) sets of mailing labels for each of the property owners outlined on the list and for the petitioner).
- ___ 5. ****Certification of APO**
- ___ 6. Recorded **warranty deed** of the entire subject property as proof of ownership of the property
- ___ 7. Copy of **current certified survey** as performed by an Alabama licensed surveyor. (As built drawings of the subject property will not be accepted in lieu of a certified survey). Appropriateness and acceptance is subject to the director's review of the survey in terms of age, improvements, etc.
- ___ 8. **Legal description** of the area to be rezoned (provide 8½ x 11 copy and an electronic version) entitled "Exhibit A"
- ___ 8. **Map** of property which illustrates present and proposed zoning (8 ½ x 11, 11 x17 copy and an electronic version) entitled "Exhibit B"
- ___ 10. (1) 24x36 and 11x17 copy of **conceptual site plan layout** entitled "Exhibit B"
 or (1) 24x36 and 11x17 copy of **conceptual subdivision master plan** entitled "Exhibit B"

**** Not applicable if requesting R-1 zoning.**

Submitted by: _____
Owner or Authorized Agent

Received by: _____
Planning Coordinator

Office use only	Date Submitted:	
	Date Processed:	
	Application#:	
		Complete at submittal: Yes / No



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- 1. THE APPLICANT MUST ATTACH DEED(S) COVERING THE ENTIRE SUBJECT PROPERTY. ALL METES AND BOUNDS DESCRIPTIONS MUST BE SUPPLIED IN A COMPATIBLE ELECTRONIC FORMAT (MICROSOFT WORD).** If the applicant is not the current owner, then a signed statement allowing the applicant to act as an "authorized agent" must be on file. All associated fees will be charged to the applicant unless otherwise arranged.
- 2.** The applicant must provide a plat or certified survey of the subject property, including a written legal description matching the area to be annexed (Tax ID# may not be used as a legal description). Applicant must sign a statement certifying that the submitted legal description accurately represents his/her request. The legal description must be also submitted in Word format via email or on cd.
- 3.** The applicant is responsible for providing the Community Development Department with the names and addresses of all adjoining property owners (APO), including those across a street or railroad right-of-way, as shown in the public records of Baldwin County. Failure to provide complete and up-to-date information could invalidate any change in zoning granted under this application.
- 4.** The Planning Commission's decision regarding this request will be based on the entire range of permitted uses in the requested zoning district, and not solely on the applicant's proposed use(s).

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