

ELBERTA



fur das gute Leben  
"for the good life"

MAYOR  
JIM HAMBY

## TOWN OF ELBERTA

### COUNCIL:

ALMA DOEGE  
PAUL HOPPER  
MICHAEL HUDSON  
STEVE KIRKPATRICK  
VICKY NORRIS

CLERK/TREASURER  
LISA SALTER

### ***CHECKLIST FOR LAND USE APPLICATION***

1. Completed Land Use Application (2 Pages) signed and dated
2. Attach Site and /or Plot Plan showing existing and proposed structures and their setbacks from all property lines – not from street. Hand drawings must be legible. Site Improvements for Commercial, Multifamily/ Other Developments and Public Buildings must have engineered site plans pursuant to new parking areas, driveways, detention areas if required, etc. for review by Town Engineer
3. Construction Plans for Baldwin County Building Department
4. Land Use Fee payable to Town of Elberta (see form for \$); Other Review Fees May Apply
5. Release forms from Utility Providers (water, sewer, health department) for new construction, remodeling / additions if applicable
6. Right of Way permit for new drives – Public Works Town of Elberta, ALDOT as applicable
7. Agent Authorization signed by Owner(s) if you are not the property owner

Return completed Land Use Application to the Planning and Zoning Department. After zoning review and approval, you will take the approved Land Use Application to the Baldwin County Building Department at the Foley Satellite Courthouse on Section Avenue. The Building Department will issue any required building permits and make all necessary inspections during construction on behalf of the Town of Elberta. **Note:** Any fees charged by the Building Department are separate from the Land Use Application fee and other fees noted above.

Applicant responsible for compliance with any private restrictions such as: architectural review standards, misc. restrictions or building regulations that may be enforceable by others

Contact: Planning and Zoning Facilitator, Caryn Woerner 251.986.6174

[cwoerner@townofelberta.com](mailto:cwoerner@townofelberta.com)

Form Date: April, 2018