

ELBERTA, AL



fur das gute Leben

"for the good life"

MAYOR

JIM HAMBY

TOWN OF ELBERTA

COUNCIL:

STEVE KIRKPATRICK
TERESA NEWTON
SCOTT ULRICH
CHRIS BOURNE
VICKY NORRIS

CLERK / TREASURER

CARYN WOERNER

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 with 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 and Planning Commission where applicable
3. Email pdf set of Construction Plans for review of building front, back and side elevations
4. Land Use Fee as shown on page 2 payable to Town of Elberta
5. Release forms from Utility Providers (water, sewer, health department) for new construction and remodeling / additions where applicable
6. Right of Way permit for new drives – Public Works Town of Elberta (Johnnie Crawford 251-979-0455) or ALDOT for U.S. Hwy 98 projects
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, an email of the approved application will be sent to you as this information will be needed by the Baldwin County Building Department for issuance of a building permit. The Building Department will also 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 is 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

pandzinfo@townofelberta.com

Form Date: 10/2022

