

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 with email address
2. Attach Site / Property layout 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. Construction permitting is not processed without Planning Commission approval of site plan.
3. Electronic set of Blue Prints emailed to pandzinfo@townofelberta.com
4. Land Use Fee as shown on page 2 payable to Town of Elberta
5. Release forms or proof of service from Utility Providers (water, sewer or 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 review, Land Use approval will be emailed to you. This approval will be needed by the Baldwin County Building Department (251-972-6837) as they 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 as may be required. Applicant is responsible for compliance with any private restrictions such as: architectural reviews for HOA/POA approvals, 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: 12/2022

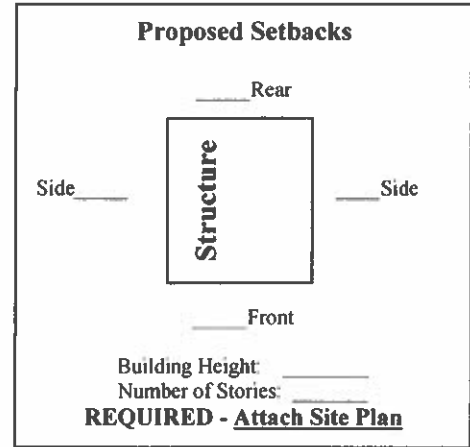
PROJECT DESCRIPTION

Lot Size (acres or square feet): _____

Lot Dimensions: _____ X _____

Use: (Check one)

- Single Family
- Multi-Family
- Industrial
- Piers/Boathouse
- Sign
- Land Disturbance
- Other (specify): _____
- Two Family
- Commercial
- Alterations/Repairs
- Accessory Structure



Description of work and the proposed use: _____

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This certificate is valid for a 6-month period after date of issuance. I hereby certify that the information stated on and submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this permit and any worked performed will be at the risk of the applicant. Applicant further understands that an administrative fee listed below is due upon submission of Land Use Certificate for approval. This fee is separate from any fees due to Baldwin County Building Department for permitting. **Fees: \$25.00 Single Family, sign, detached accessory structure Duplex: \$50.00 Multi-Family and Commercial: \$150.00. See Zoning Ordinance for Site Plan Review Fees when Planning Commission approval is required**

*Applicants Signature: _____ Date: _____

- Approved **
- Denied

Comments: _____

Zoning Facilitator: _____ Date: _____

* Applicant accepts responsibility for compliance with Private Restrictions / Architectural or Building Regulations / HOA/POA approvals that may be enforceable by others and further understands that an ** Approved Land Use does not constitute approval to proceed with work until building permit is issued and/or work authorized by the Baldwin County Building Department. **All 3rd party contractors/subs to have a business license with the Town of Elberta. Information for business license: 1-800-556-7274 or <https://secure.bizlicenseonline.com/default.aspx>**

Submit Approved Land Use Application to any Baldwin County Building Department – Information: (251) 943-5061
 Form Date: 12/2022