



Board of Adjustment Application

COMMERCIAL APPLICATIONS: Seven (7) copies of all required information including the site plan, must be submitted along with seven (7) copies of this application by Noon on the deadline filing date.

RESIDENTIAL APPLICATIONS: Three (3) copies of all required information including the site plan, must be submitted along with three (3) copies of this application by Noon on the deadline filing date.

Type of Application: Use Variance Bulk/Site Variance Administrative Appeal

Residential Application.....\$ 100, Each Additional Request\$ 25.00

Commercial Application\$ 200, Each Additional Request\$ 25.00

(plus First Class Postage AND \$ 1.00 Notification Fee per property owner within 300', and each applicant/owner)

(Application Fee + Postage Fee + Notification Fee + \$ 1.00 Computer/Fax Fee = **Total Application Cost**)

(If not the owner, applicant must furnish property interest and written authorization from owner)

1. _____
Applicant Phone Email

2. _____
Full Address Zip Code

3. _____
Property Owner Name Phone Email

(Submit evidence, such as deed or tax assessment, that the above person clearly has right of possession to the land area and any structures thereon)

4. _____
Address of Site Zip Code

5. Attach a brief description of property location.

6. Attach a copy of the legal description and parcel number of the property in question. _____
(Parcel Number)

7. Present Zoning: _____

8. Area of Property, sq. ft. or acres: _____

9. Attach a detailed description of the use and character of improvements, existing and proposed, on this property and a time schedule for development.

10. **For Use Variance applications** attach a detailed description of the proposed use, including activity (identify operations which involve use of equipment or machinery which will generate excessive noise, odors, or air pollution, as well as excessive traffic), days and hours of operation, number of employees, number of customers per day, gross square footage, parking requirements. Include statements explaining why the property cannot be used in compliance with the Zoning Ordinance, how this situation occurred, how this property is different from neighboring properties and how you propose to eliminate any negative impacts on surrounding properties.

For Bulk or Site Variance applications attach a detailed description of the proposed improvements, including specific information regarding the requested variance(s) (e.g. setback(s) required and provided, site coverage allowed and provided, parking spaces required and provided, etc.). Include statements explaining why the property cannot be developed in compliance with the Zoning Ordinance, how this situation occurred, and how this property is different from neighboring properties. Applications for towers must include all documentation required by Section IV.J, Paragraph 1.4.6 of the Zoning Ordinance.

For Administrative Appeal applications attach a detailed description of how the administrator’s action differs from the requirements of the Zoning Ordinance and the facts that led to your conclusion that the administrator is in error.

- 11. Submit seven (7) to ten (10) snapshots showing the existing facilities, including the area(s) in which any proposed improvements are located.
- 12. Obtain a current or up-to-date certified survey by a registered land surveyor or engineer showing the property boundaries, easements and all improvements thereon. Prepare a site plan showing all improvements, proposed and required by the Zoning Ordinance, with dimensions. Site plan information may be combined with the survey. Also, please submit a digital copy with different improvements/requirements on separate layers. **(These documents must be drawn to scale).**
- 13. Prepare a landscape plan showing all required, existing and proposed landscape improvements. Information must be provided as required by Section IV.E.5. of the Zoning Ordinance.
- 14. Prepare drawings/sketches of the floor plan and elevations (front and side views) of the structures, with dimensions. Indicate materials
- 15. Obtain the names and addresses **(including zip codes)** of the owners of every parcel, or portion of a parcel, that is within 300 feet of the property lines of the property involved in this appeal **(postage fee required for each)**. This information may be obtained from the latest assessment records of the County Revenue Commissioner’s Office located in the plat and map room thereof. **ALL property ownership information provided for notification MUST be verified through Probate Court records. Each name and address must be TYPED on a standard size (approximately 1” x 2-5/8”) white self-adhesive label. Include one (1) label with the APPLICANT’S name and address, plus one (1) label with the OWNER’S name and address (if applicant and owner differ). A PHOTOCOPY OF THE TYPED LABELS MUST ALSO BE SUBMITTED. (Please use 8-1/2” x 11” sheets of labels). Failure to provide a complete and accurate list will delay your request.**

I (we) **certify** that all the above statements and the statements contained in any papers or plans submitted herewith are **true to the best of my (our) knowledge**. I hereby agree to allow the City of Mobile to post a sign on the property in question notifying the general public of this request.

Applicant Signature

Date

Board of Zoning Adjustment Checklist

- Commercial Applications:** Seven (7) copies of the completed application, associated information, and site plan
- Residential Applications:** Three (3) copies of the completed application, associated information, and site plan
- Legal description** of the site in question (from deed or survey, not a tax assessment description)
- Parcel number** of site in question
- Paper copies of site plan**, show all information required
- Detailed description of proposal / variances requested**
- Digital copy of site plan** (DXF or DWG – AutoCAD 2007 compatible)
- Existing Trees:** All trees 24 inches and larger show on the site plan
- Address labels** for all property owners within 300 feet, plus a label for the applicant, and a label for the property owner, if different than the applicant
- First-class postage for each label**
- One (1) copy of the address labels**
- Seven (7) to ten (10) photographs of the site**
- Signature of property owner of site**, or letter authorizing the applicant to submit the application

ALL OF THE ABOVE DOCUMENTS MUST BE SUBMITTED FOR AN APPLICATION TO BE PROCESSED. INCOMPLETE OR INACCURATE INFORMATION WILL DELAY THE PROCESSING OF YOUR REQUEST.

NOTIFICATION REQUIREMENTS

Effective January 1, 2007, ALL property ownership information provided for notification MUST be verified through Probate Court records. This new policy, which is the result of an Alabama Court Decision, will ensure proper legal notification of the current owner if the property has sold since the last assessment records. It is the applicant's responsibility to verify this information; and failure to do so may cause delays in processing or a decision by the Planning Commission or Board of Zoning Adjustment.