



Board of Adjustment Application

COMMERCIAL APPLICATIONS (Hard Copy Submissions): 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. Digital submissions are required by noon on the deadline filing date.

RESIDENTIAL APPLICATIONS (Hard Copy Submissions): 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. Digital submissions are required by noon on the deadline filing date.

Separate application packets and fees are required for each application type.

Type of Application: Use Variance Checklist A Bulk/Site Variance Checklist B Special Exception Checklist C Administrative Appeal Checklist D

Fees

Residential Application.....\$ 250
Commercial Application\$ 500
Special Exception Application (Residential and Commercial)..... \$ 500
(plus First Class Postage per property owner within 300', and each applicant/owner)
 (Application Fee + Postage Fee + Legal Ad Fee = **Total Application Cost**)

Legal Ad Fee will be calculated approximately 10 days after submission. The fee is based on the required legal ad. The application will not be heard until the legal ad fee is paid.

1. APPLICANT INFORMATION If other than the property owner, must furnish written authorization from owner. Owner must submit evidence, such as deed or tax assessment that the person has right of possession to the land and any structures thereon.

| | Applicant | Agent (If Applicable) |
|-----------------|------------------|------------------------------|
| Name: | | |
| Firm: | | |
| Phone: | | |
| Email: | | |
| Address: | | |
| | Owner | Design Professional |
| Name: | | |
| Firm: | | |
| Phone: | | |
| Email: | | |
| Address: | | |

2. PROPERTY INFORMATION Attach a brief description of the property location, parcel number, and legal description.

| | |
|-------------------------------------|--------------------------------------|
| Property Address | Property Area (acres or square feet) |
| Parcel Number(s) or Key Number(s) | |
| Present Zoning or Transect District | |

3. DESCRIPTION OF IMPROVEMENTS AND DEVELOPMENT

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

4. PLAN INFORMATION The following are required to evaluate Board of Adjustment applications. Please provide all the following information outlined in [Sec. 64-10-3](#).

- Site Plan
- Building Plan
- Landscaping Plan
- 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.**

4. SIGNATURE It is warranted in good faith by the applicant whose name is signed hereto that all of the above facts are true and correct.

| | |
|---|---------------|
| _____ Owner Signature | _____ Date |
| _____ Applicant or Agent Signature (if applicable) | _____ Date |

AGREEMENT ALLOWING THE CITY OF MOBILE TO POST PUBLIC NOTICE SIGNS ON PROPERTY PENDING BEFORE THE CITY OF MOBILE BOARD OF ZONING ZADJUSTMENT

I hereby agree to allow the City of Mobile to post on my property, which is under consideration for a use variance, sign notifying the general public of said request. I understand that the City of Mobile will erect and maintain said sign for the prescribed period of time.

| | |
|---------------------------------------|---------------|
| _____ Applicant or Agent Signature | _____ Date |
|---------------------------------------|---------------|

CHECKLIST A

Use Variance

The following information is required to evaluate Use Variance applications. Please provide a statement for all items.

1. Describe how the proposal aligns with the [Comprehensive Plan, Map for Mobile](#).

Future Land Use Map (FLUM) Designation

2. Describe 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 traffic).

3. Days and hours of operation: _____

4. Number of employees: _____

5. Number of customers per day: _____

6. Gross square footage of building(s): _____

7. Parking requirements: _____

8. Explain why the property cannot be used in compliance with the UDC.

9. Is the property currently occupied? Yes No

If yes, what is the current use of the property?

10. Describe any potential adverse impacts on neighboring properties and how they will be mitigated.

Build Mobile, PO Box 1827, Mobile, Alabama 36633

For more information: www.BuildMobile.org | planning@cityofmobile.org | 251.208.5895

Visit our help window: Mobile Government Plaza, 205 Government Street, Third Floor South Tower

Monday, Tuesday, Thursday, Friday: 8 am – 3 pm; Wednesday: 8 am – 1 pm

CHECKLIST B

Bulk/Site Variance

The following information is required to evaluate Bulk or Site Variance applications. Please provide a statement for all items.

1. Describe how the proposal aligns with the [Comprehensive Plan, Map for Mobile](#).

Future Land Use Map (FLUM) Designation

2. Describe 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.).

3. Explain why the property cannot be used in compliance with the UDC.

4. Describe the unique characteristics of the property which prohibit the property from complying with the requirements of the UDC.

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CHECKLIST C

Special Exception

The following information is required to evaluate Special Exception applications. Please provide a statement for all items.

1. Describe how the proposal aligns with the [Comprehensive Plan, Map for Mobile](#) and any adopted neighborhood plan or overlay.

Future Land Use Map (FLUM) Designation

2. Describe how the application and plan is compatible with the character of the surrounding neighborhood.

3. Describe how the proposal prevents impacts on the development or improvement of adjacent property.

4. Please provide the following information:

- The location, type and height of buildings or structures: (e.g., The existing structure is 24 feet tall)

- The type and location of landscaping and screening: (e.g., A row of shrubs is located along the western edge of the property)

- Lighting:

- Hours of operation:

- Other conditions that are unique to the use of the property:

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5. Describe how the proposal is designed to minimize the impact on storm water facilities.

6. Describe how the development is served by water and sanitary sewer services. What services are provided and by what entity?

7. Describe how the proposal will minimize elements that may be noxious or offensive by reason of emissions, vibration, noise, odor, dust, smoke or gas; or have elements that are detrimental to the public health, safety or general welfare.

8. Does the site provide appropriate ingress and egress? Yes No
If no, what improvements are proposed?

9. Describe how the proposal is in the City's, larger community's, or neighborhood's best interest and what needs, benefits, or public purposes it serves.

10. Additional criteria are required for uses identified Article 5. Refer to [Sec. 64-5-11](#) for a full description of additional considerations. Select any of the uses that apply.

- | | |
|--|--|
| <input type="checkbox"/> Club or Lodge | <input type="checkbox"/> Adult and Child Daycare Facilities |
| <input type="checkbox"/> Electric Substation | <input type="checkbox"/> Marina |
| <input type="checkbox"/> Medical or Dental Clinic | <input type="checkbox"/> Private or Parochial School |
| <input type="checkbox"/> Recreational Vehicle Park | <input type="checkbox"/> Self-Service Storage Facility |
| <input type="checkbox"/> Veterinary Clinic | <input type="checkbox"/> Telecommunications Facilities Requiring a Class 2, 3, or 4 Permit |

Have you provided the required information for the selected uses above? Yes No

CHECKLIST D

Administrative Appeal

The following information is required to evaluate Administrative Appeal applications. Please provide a statement for all items.

1. Describe the alleged error in any order, requirement, decision or determination made by an administrative official.

2. Describe how the decision was the result of an arbitrary or capricious interpretation of Chapter 64 of the UDC.

3. Describe how the decision was an incorrect interpretation of Chapter 64 of the UDC.
