



Downtown Development District Code Review Application

1. _____
Applicant Phone Email

_____ Full Address Zip Code

2. _____
Property Owner Name Phone Email

_____ Full Address Zip Code

3. _____
Address of Property/Site

4. Request (include dimensions, material(s), location):

5. Signature(s)

_____ Applicant _____ Date

_____ Owner - if different from applicant _____ Date

Applicant Fee - None

Applicant or Design Professional must be present at meeting to represent request. All supporting information (photos, location plan, drawings/photographs to illustrate the proposal must be submitted with the application (preferably digital). Please print as a .pdf and email to planning@cityofmobile.org Submission date will determine meeting date. Incomplete information will necessitate a holdover. Major projects may require either a special meeting or a holdover for further review.

Please complete and attach the Checklists as appropriate:

Construction (pg 2), Signage (pg 3), and Additional Information (pg 4) (if needed)

**Use the Following Checklists to Ensure a Complete Application. Complete each box that applies.
NEW CONSTRUCTION, ADDITIONS, OR EXTENSIVE RENOVATION/REPAIR TO EXISTING STRUCTURES**

NEW CONSTRUCTION, ADDITIONS, OR EXTENSIVE RENOVATION/REPAIR TO EXISTING STRUCTURES

- 1. One large set and one 11 x 17 (reproducible) set of scaled drawings which shall include:**
 - a. ☐ A complete site plan illustrating the proposed construction, its location, with dimensions, required setbacks, landscaping and other site amenities;
 - b. ☐ Floor plans, with dimensions, as they impact the exterior of the building, including existing plan and proposed plan;
 - c. ☐ Square footage of the original building with square footage of all additions including the proposed addition;
 - d. ☐ A drawing, with dimensions, of all affected exterior elevations;
 - e. ☐ Notes describing all exterior materials (i.e. walls, roof, trim, cornice, windows, etc.) Sample materials may be required in some cases (consult with staff);
 - f. ☐ Detailed drawings or photographs of all decorative architectural details (i.e. columns, balustrades, modillions, etc.);
- 2. Photographs of the subject property to be worked on and surrounding buildings are required.**
☐ Subject Property photographs
☐ Surrounding Buildings photographs

FOR MINOR RENOVATION OR REPAIR TO EXISTING BUILDINGS

For work which includes changes to the exterior of existing buildings, the following is required:

1. ☐ Elevation drawings with dimensions and material details
2. ☐ Floor plans
3. ☐ Photographs of each face of the building to be renovated with details of the areas of work.

FENCES, DRIVES AND GATES

1. ☐ A drawing or photograph of the type of fence, wall or gate with the height noted.
2. ☐ A site plan, with dimensions, showing the placement of any proposed change to the property as it relates to property boundaries and all other building or site facilities.
3. ☐ A description of the materials to be used.

NEW CONSTRUCTION: SELECT FRONTAGE TYPE

☐ Lawn	☐ Common Entry	☐ Gallery
☐ Terrace	☐ Pedestrian Forecourt	☐ Shopfront
☐ Stoop	☐ Vehicular Forecourt	☐ Not listed

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

Revised July 2026

SIGNAGE

Signage Dimensions

Width of sign _____ feet _____ inches

Height of sign: _____ feet _____ inches

Single Face _____ Double Face _____

Height (from ground level to top of sign) _____ feet _____ inches

Height (from ground level to bottom of sign) _____ feet _____ inches

Total Square Footage of Signage: _____ square feet. (Both sides if double-faced)

General Description

Type of Sign:

- | | | | | |
|--|--|---|---------------------------------------|---|
| ☐ Sandwich board | ☐ Diagonal corner | ☐ Fabric awning | ☐ Window decal | ☐ Upper building |
| ☐ Hanging blade | ☐ Individual storefront | ☐ Internal neon | ☐ Painted Wall | ☐ Yard Blade |
| ☐ Address number | ☐ Wall plaque | ☐ Wayfinding | ☐ Monument | |
| ☐ Freestanding/pole | ☐ Banners | ☐ Parking lot identification signs | | |

How will sign be mounted:

Sign Materials (sample materials may be requested by the Review Board):

Describe type of lighting to be used: _____

Linear front footage of principle building: _____ feet _____ inches.

Square footage of Existing Signage: _____ feet _____ inches N/A _____

Include in Application

_____ Scaled colored renderings of the requested sign; or photographs with dimensions

_____ Photographs of the building

_____ A site plan or building elevation showing the location of the proposed signage

Note: Signage in historic districts is limited to a maximum of 64 square feet. Multi-tenant spaces generally also are limited to a maximum of 64 square feet of signage. Monument signs are restricted to 8 feet or lower in height. Signage in historic districts must comply with the Design Review Guidelines for Mobile's Historic Districts, specifically Chapter 11: Commercial Signage.

CONFLICTS WITH OTHER CITY DEPARTMENTS

The Downtown Development District Code Review examines applications solely on the basis of compliance with the Downtown Development District Code. Approval by other City Departments may consider other aspects of a project such as safety. When multiple regulations are in conflict, generally the most restrictive applies. Also, though the staff try to inform applicants of possible conflicts, they may not be aware of all the implications of a request. Therefore, the property owner should clear all requests with the appropriate departments.

Place Additional Information Here
