



# Planning Commission Application

For hard copy submissions, SEVEN (7) COPIES of all the necessary information as required by the Zoning Ordinance, including the site plan, must be submitted along with **seven (7) paper copies of this application by NOON** on the deadline filing date. Otherwise, this application will not be accepted. Separate application packets and fees are required for each application type. Digital submissions are required by noon on the deadline filing date.

### Fees

- Conditional Use Permit..... \$500
- Conditional Use Permit for Above-Ground Oil Storage Tank\* ..... \$1,500
- Conditional Use Permit for Hazardous Substance Storage Tank\* .....\$1,500
- Rezoning, Text Amendment, or Specific Area Plan .....\$500
- Planned Development ..... \$500
- Planning Approval or Planned Unit Development ..... \$500

Notification fees: First Class Postage per property owner within 300', and each applicant/owner.

Additional fees: A legal advertisement fee will be required for each application, after consideration by the Planning Commission and prior to consideration by the City Council. If approved by the City Council, documentation must be recorded in Mobile County Probate Court at the expense of the applicant.

\* For Above-Ground Oil Storage Tank or Hazardous Substance Storage Tank applications, please contact staff for additional information regarding fee, legal ad and notification requirements.

**APPLICATION TYPE** Please select the application type. Please complete the appropriate checklist (A, B, C, or D) for a full list of application requirements.

**Conditional Use Permits**  
Checklist A

**Rezoning, Text Amendment, or Specific Area Plan Amendments**  
Checklist B

**Planned Development**  
Checklist C

**Previously approved Planning Approvals or Planned Unit Development**  
Checklist D

Have you provided the required information on the corresponding checklist?  Yes  No

**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 \_\_\_\_\_  
Proposed Zoning or Transect District (if applicable)

**3. NEIGHBORHOOD MEETING** Attach the Neighborhood Meeting Documentation if applicable.

This requirement applies to any of the following applications:

- a) Any Rezoning to a higher classification;
- b) Any application to create or modify a Planned Development; or
- c) Any Conditional Use Permit.

Have you provided the required Neighborhood Meeting Documentation, if applicable?  Yes  No

**4. LABELS FOR NOTIFICATION** Provide the names and complete addresses of owners of property lying within 300 feet of the property in this application, as shown by the latest assessment records of the Mobile County Revenue Commissioner's Office located in the plat and map room. 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).

**5. 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 MOBILE CITY PLANNING COMMISSION**

I hereby agree to allow the City of Mobile to post on my property, which is under consideration for Planning Commission/City Council approval, a 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

## Conditional Use Permit

Requirement Checklist A is required for all Conditional Use Permits

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

Please consult the [Use Table in Section 64-2-24](#) of the UDC as the following uses may require supplemental documentation. Select all of the uses that apply.

|   |  |
|---|--|
| <input type="checkbox"/> Bed and Breakfast Establishments | <input type="checkbox"/> Daycare, Child (Home Based 7-12 Children) |
| <input type="checkbox"/> Community Residences             | <input type="checkbox"/> Private or Parochial School               |
| <input type="checkbox"/> Above-Ground Oil Storage Tank    | <input type="checkbox"/> Hazardous Substance Storage Tank          |
| <input type="checkbox"/> Bar/Lounge                       |  |

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

The Following information is required for Conditional Use Permits. Please refer to [Section 64-10-6](#) for a full description of the requirements and verify that the following documentation is provided:

- Planning Commission Application
- Site Plan
- Documentation of compliance with Approval Criteria
- Neighborhood Meeting Documentation
- Traffic Impact Studies, as prescribed by the Traffic Engineer

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

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Future Land Use Map (FLUM) Designation

2. Is the application compliant with [Development Standards of Article 3](#)?  Yes  No  
If no, what are the deficiencies?

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

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

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5. Please provide the following information:

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

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

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Lighting:

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Hours of operation:

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

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6. Does the plan provide appropriate ingress and egress? (Please provide a site plan showing ingress and egress)

Yes  No

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

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

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9. 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.

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10. For Above-Ground Oil Storage Tanks, please include all information required by [Section 64-4-7](#). For Hazardous Substance Storage Tanks, please include all information required by [Section 64-4-8](#).

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# SUPPLEMENTAL DOCUMENTATION

## Bed and Breakfast Establishments

The following information is required to evaluate applications for Conditional Use Permits for a Bed and Breakfast. Please provide a statement for all items.

1. Will the owner of the establishment reside on the site?  Yes  No

How many nonresident employees are proposed for the business?

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2. How many guest rooms will be provided?

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3. Will meals be provided? Are meals or food to be provided to any customers that are NOT overnight guests of the proposed Bed and Breakfast?

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4. What is the maximum stay for guests?

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### SITE PLAN, BUILDING ELEVATION AND SIGN INFORMATION

The following information is required to evaluate the conditional use application. Please provide all the following information as additional documentation.

- Provide elevations of all structure on the property to illustrate that the residential nature of the neighborhood or the character of the dwelling as a residence are maintained.
- Illustrate the refuse area on the site plan (be no closer than twenty (20) feet from any property line and 100 feet from any dwelling on an adjacent lot)
- Illustrate required parking on the site plan (Minimum of two (2) off-street parking spaces for the principal occupants of the residence, and a minimum of one (1) additional parking space per guest room. The additional parking spaces shall not be located in any required front or side yard setback area and shall be screened from the view of adjacent properties.
- No more than one (1) identification sign shall be permitted for the Bed and Breakfast use. Such signs shall state only the name and street address of the establishment. It shall not exceed four (4) square feet in sign face area. No other signage or advertising copy such as Vacancy/No Vacancy, Rent/Lease, etc. is permitted.

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# SUPPLEMENTAL DOCUMENTATION

## Bar/Lounge

The following information is required to evaluate applications for Conditional Use Permits for a Bar/Lounge. Please provide a statement for all items.

1. Is entertainment or music to be provided?  Yes  No  
If yes, how often will entertainment or music be provided? Will sound systems or amplification be used? What hours will entertainment or music be provided?

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2. 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.

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3. Describe any potential adverse effects of the proposed use and structure upon the neighborhood and how will they be mitigated.

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# SUPPLEMENTAL DOCUMENTATION

## Community Residences

The following information is required to evaluate applications for Conditional Use Permits for Community Residences. Please provide a statement for all items.

1. How many unrelated persons will occupy the home?

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2. Will the community residence operate as a functional family (also known as emulating a biological family) to foster community gathering?

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3. Is there an existing community residence within one thousand linear feet of the proposed community residence location?  Yes  No

Refer to the [Alabama Department of Mental Health](#), the [Alabama Department of Public Health](#), and the [Alabama Department of Human Resources](#) for information regarding existing community residences.

If yes, provide the address of the existing community residence(s).

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4. Describe how the proposed Community Residence will not alter the residential character of the surrounding neighborhood.

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5. By how many individuals will the community residence exceed the as of right maximum of four (4) residents? Provide an explanation of the financial and/or therapeutic need to house the proposed number of residents.

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6. What is the primary function of the proposed Community Residence? What type of treatment is provided on site?

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7. Describe how the requested number of residents in the proposed Community Residence will not interfere with the normalization and community integration of the occupants of any existing Community Residence.

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# SUPPLEMENTAL DOCUMENTATION

## Daycare, Child (Home Based 7-12 children)

The following information is required to evaluate applications for Conditional Use Permits for Home Based Daycare. Please provide a statement for all items.

1. Is the home the primary residence of the daycare operator?  Yes  No
  2. Are there additional employees?  Yes  No  
If yes, how many and do they reside at the home?
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### SITE PLAN AND BUILDING INFORMATION

The following are required to evaluate the conditional use application. Please provide all the following information as additional documentation.

- The outdoor play area shall be enclosed by a fence or wall at least four (4) feet in height. Please indicate on the site plan.
- The outdoor play area shall be adequate in size to accommodate the number of children served but in no event may be less than the number required of the [Alabama Department of Human Resources](#).
- All parking shall comply with the Parking Requirements of Article 3, Section 12, except that the parking and driveway may be of an Approved Alternative Paving Surface, and shall comply with the size, location, and other specification requirements set forth in [Section 64-3-12](#).
- The following minimum amount of off-street parking must be provided:
  - The minimum number required for residences as set forth in [Section 64-3-12](#) and [Table 64-3-12.1](#) (i.e., two (2) per dwelling unit for a single-family detached dwelling); plus
  - One (1) space for each employee who is not a full-time permanent resident of the home; plus
  - One (1) space for every three (3) children that the home daycare is licensed to serve by the Department of Human Resources.
- The indoor floor space of the home must be adequate in size to accommodate the number of children served but in no event may be less than the number required of the [Alabama Department of Human Resources](#).

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# SUPPLEMENTAL DOCUMENTATION

## Private or Parochial Schools

The following information is required to evaluate the conditional use application. Please provide all the following information as additional documentation.

### SITE PLAN

- Building coverage shall not exceed forty (40) percent of the total lot area.
- Not less than two (2) off-street parking spaces per classroom shall be provided for an elementary school, three (3) per classroom for a junior high school and eight (8) per classroom for a senior high school.
- Minimum yard dimensions should be: Front Yard depth, thirty (30) feet; Side Yard width, forty (40) feet; Rear Yard depth, forty (40) feet, provided that each of these dimensions should be increased by one foot for every foot by which the height of the building exceeds thirty-five (35) feet.
- Playgrounds, play fields and other active recreation facilities should not extend into required yards, and no structure for seating spectators at athletic events (except a gymnasium or auditorium completely enclosed within a building) should be located closer than two hundred (200) feet to any residential property line.
  - One off-street parking space should be provided for every three (3) spectator seats in any such facility.
- Off-street school bus loading spaces should be provided when school buses are to be used.
- Fences or planted buffer strips should be provided as determined by the Board to be necessary for safety purposes or to minimize possible adverse effects upon adjacent property.

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# CHECKLIST B

## Rezoning, Text Amendments, or Specific Area Plan Amendments

The following information is required to evaluate applications for Rezoning, Text Amendments, or Specific Area Plan Amendments. Please provide a statement for all items.

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The following information is required for Rezoning Applications. Please refer to [Article 10](#) for a full description of the requirements and verify that the following documentation is provided:

- Planning Commission Application
- A Concept Plan or Site Plan due to complexity of project or if required by Planning Commission
- Neighborhood Meeting documentation
- Traffic Impact Studies, as prescribed by the Traffic Engineer
- Boundary Plan

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### A. JUSTIFICATION FOR THE PROPOSED AMENDMENT

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

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Future Land Use Map (FLUM) Designation

Requested Zoning

2. Was there a mistake or error in the original zoning map?  Yes  No  
If yes, describe the error

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3. Describe how this proposal promotes the community's health, safety, and welfare.

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4. Describe what changed or changing conditions in the area make an amendment necessary and desirable.

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**B. SITE AND NEIGHBORHOOD COMPATIBILITY** The following will be considered when evaluating application for compatibility with surrounding uses.

1. Describe the current development trends in the area of the property.

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2. Describe the surrounding land uses.

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

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4. Describe if there is adequate infrastructure in place to accommodate the proposed request.

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

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**C. SPECIFIC AREA PLANS** For Specific Area Plans (regulating plans, Neighborhood Plans, and overlay districts), describe proposed changes to area plan.

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# CHECKLIST C

## Planned Development

The following are required to evaluate applications for Planned Developments. Please provide a statement for all prompts.

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The following information is required for Planned Development Applications. Please refer to [Article 10](#) for a full description of the requirements and verify that the following documentation is provided:

- Planning Commission Application
- Dimensional and Design Standards, per [Section 64-2-23.D](#)
- Neighborhood Meeting documentation
- Traffic Impact Studies, as prescribed by the Traffic Engineer
- A Concept Plan
- List of Permitted uses, per Section 64-2-23.C

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

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Future Land Use Map (FLUM) Designation

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

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

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4. Please provide the following information:

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

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

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- Lighting:

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- Hours of operation:

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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.

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

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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.

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

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**SITE PLAN AND BUILDING INFORMATION**

The following information is required to evaluate the application. Please provide all the following information as additional documentation.

- Illustrate that the site plan satisfies the minimum continuous acreage requirements of [Section 64-2-23.A](#)
- Illustrate the open space.
- Illustrate available public utilities, streets, and community facilities.
- Illustrate that the site has appropriate ingress and egress.
- Illustrate how the site accommodates existing urban amenities and natural features.

# CHECKLIST D

## Previously approved Planning Approvals and Planned Unit Developments

The following are required to evaluate applications for Previously approved Planning Approvals and Planned Unit Developments. Please provide a statement for all items.

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The following information is required for Planned Development Applications. Please refer to [Article 10](#) for a full description of the requirements and verify that the following documentation is provided:

- Planning Commission Application
  - A site plan that shows existing and proposed improvements and indicates proposed modification of prior approval
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1. Describe how the proposal aligns with the [Comprehensive Plan, Map for Mobile](#).

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Future Land Use Map (FLUM) Designation

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

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

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4. Does the site design include adequate public facilities and utilities?  Yes  No

5. Does the plan provide appropriate ingress and egress? (Please provide a site plan showing ingress and egress)  
 Yes  No

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Revised March 2025

6. Please provide the following information:

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

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

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- Lighting:

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- Hours of operation:

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

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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.

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

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# NEIGHBORHOOD MEETING DOCUMENTATION

The following are required for neighborhood meeting documentation. Please provide a statement for all items. Refer to [Section 64-5-4 of the UDC](#) for full requirements.

**This section applies to any of the following applications:**

- a) Any Rezoning to a higher classification;
- b) Any application to create or modify a Planned Development; or
- c) Any Conditional Use Permit.

**Please verify the following documentation is provided:**

- Dated Photograph(s) of the posted sign(s)
- The verified address list of surrounding property owners who were notified
- A sign-in sheet documenting meeting attendance
- Written summary or minutes of the meeting
- Copies of any site plans, building elevations or other documents provided or referenced at the meeting

**Neighborhood Meeting Proceedings:**

1. What was the date and location of the meeting?

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2. What information was presented at the meeting?

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3. What concerns were raised during the meeting?

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4. Were any modifications made or considered in response to the concerns raised at the meeting?

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