



Planning Commission Application

Conditional Use Permit Application for Short Term Rental

All the necessary information as required by the Unified Development Code, including the site plan, must be submitted in digital format no later than noon Central Time on the deadline filing date.

Fees

Conditional Use Permit..... \$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.

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	Owner (If different from Applicant)
Name:		
Firm:		
Phone:		
Email:		
Address:		

2. PROPERTY INFORMATION Attach a brief description of the property location, parcel number, and legal description. As well as photos of the front, back, and both sides of the property and an aerial view of the site.

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 as shown on page 5.

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", use 8 1/2" x 11" sheets of labels). 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).

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

Drafted March 2025

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

I, the undersigned, constituting the owner of the hereinafter described real property do hereby execute and file with the City of Mobile this written application requesting that my property as described be issued a Conditional Use Permit for a Short-Term Rental in the City of Mobile, Alabama.

Furthermore, I certify that said property shall comply with the site and design criteria of Article 5, Section 64-5-6.E.11.(g) suitable for consideration of a Conditional Use Permit for Short-Term Rentals, to wit:

- (1) There shall be no on-site employees.
- (2) The establishment shall not serve meals.
- (3) Guest rooms shall not contain cooking facilities.
- (4) A valid City of Mobile business license must be obtained for each discrete Short-Term Rental location and the business license number must be stated on any advertisement or listing for each Short-Term Rental. Provided, however, that Short-Term Rentals containing multiple units within a single structure that can be rented separately shall only be required to obtain a single license for each structure.
- (5) No signage or advertising copy such as Vacancy/No Vacancy, Rent/Lease, etc. is permitted.
- (6) The name and telephone number of a local responsible party shall be conspicuously posted within each Short-Term Rental. The local responsible party shall answer and respond to calls twenty-four (24) hours a day, seven (7) days a week for the duration of each Short-Term Rental period to address problems or complaints associated with the Short-Term Rental.
- (7) Each Short-Term Rental must meet applicable building and fire codes and be equipped with the following safety equipment and features:
 - a. Operational smoke and carbon monoxide detectors.
 - b. One (1) 2.5 lb. Class A-B-C fire extinguisher per floor.
 - c. Prominently displayed and legible 9-1-1 address on building exterior

I further certify that 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.

IN WITNESS WHEREOF, I have hereunto subscribed my name this the _____ day of _____ 20_____

Signature _____

**STATE OF ALABAMA
COUNTY OF MOBILE**

I, the undersigned, a Notary Public in and for said County in said State hereby certify that _____

_____, whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of said instrument, executed the same voluntarily on the day the same bears date.

Given under my hand and seal on this _____ day of _____, _____.

Notary Public _____

My Commission Expires _____.

Conditional Use Permit – Short Term Rentals

Note: The establishment shall not serve meals. Guest rooms shall not contain cooking facilities.

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

Conditional Use Permits for Short Term Rentals will be reviewed for compliance with the approval criteria provided in [Approval Criteria of Article 5 \(Section 64-5-6.E\)](#) as well as with the information requested below.

If a site cannot comply with the site plan requirements, a CUP application will not be processed by the Planning and Zoning Department.

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:

- | | |
|--|---|
| <input type="checkbox"/> Planning Commission Application | <input type="checkbox"/> Neighborhood Meeting Documentation |
| <input type="checkbox"/> Conditional Use Permit – Short Term Rentals | <input type="checkbox"/> Site Plan |
| <input type="checkbox"/> Traffic Impact Studies, as prescribed by the Traffic Engineer | <input type="checkbox"/> Fees |
| <input type="checkbox"/> Mailing Labels | |

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

2. Future Land Use Map (FLUM) Designation _____

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

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

5. 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.

6. Describe how the short term rental will not alter the surrounding neighborhood or the character of the dwelling.

7. Will there be any on-site employees? Yes No

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SITE PLAN AND BUILDING INFORMATION

The following are required to evaluate the conditional use application. In order for an application to be considered complete, the following information is required on the site plan.

- Provide a building plan for the site illustrating all accessory structures, outdoor spaces and the floor plans of each.
- How many guest rooms are provided? _____
- Does the site comply with the Refuse (Garbage) Collection area requirements of Article 5, 64-5-6.E.11.(g)(7). of the Unified Development Code below:
 - The refuse (garbage) collection area must be illustrated on the site plan. Provide a photo of the refuse (garbage) location and it's screening.
 - Is the refuse (garbage) collection area closer than twenty (20) feet from any property line? Yes No
 - Is the refuse (garbage) collection area closer than 100 feet from any dwelling on an adjacent lot? Yes No

NOTE: IF THE SITE CANNOT COMPLY WITH THIS REQUIREMENT, PER 64-5-6.E., the City Council cannot approve the Conditional Use Permit application.

- Does the site comply with the requirements of 64-5-6.E.11.(g)(8) of the Unified Development Code below:
 - Are there a minimum of two (2) off-street parking spaces for the principal occupants of the residence (if any)
 Yes No
 - Is there a minimum of one (1) additional parking space per guest room; 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 by natural or artificial means; with access, maneuvering and surfacing in compliance with both 64-3-12? Yes No

NOTE: IF THE SITE CANNOT COMPLY WITH THIS REQUIREMENT, PER 64-5-6.E., the City Council cannot approval the Condition Use Permit application.

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.

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 references at the meeting

Neighborhood Meeting Proceedings:

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

2. What information was presented at the meeting?

3. What concerns were raised during the meeting?

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