



# MOBILE CITY PLANNING COMMISSION PLANNED UNIT DEVELOPMENT APPLICATION ADMINISTRATIVE APPROVAL

**Mailing Address:**

Urban Development Department  
 Planning Section  
 P. O. Box 1827  
 Mobile, Alabama 36633  
 Phone: (251) 208-5895; Fax: (251) 208-5896

**Location**

Mobile Government Plaza  
 205 Government Street  
 Third Floor - South Tower  
 Mobile, AL 36644

**NOTE:** **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) COPIES** of this application. Otherwise this application will not be accepted.

1. Applicant: \_\_\_\_\_  
 (if other than owner, must furnish written authorization from owner)  
 Full Address: \_\_\_\_\_  
 Telephone: \_\_\_\_\_
2. Owner: \_\_\_\_\_  
 (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)
3. Attach a brief description of property location. \_\_\_\_\_
4. Property Address: \_\_\_\_\_
5. Attach a copy of the legal description and parcel number of the property in question. \_\_\_\_\_  
 (Parcel Number)
6. Area of property, sq. ft. or acres: \_\_\_\_\_
7. Zoning of Property \_\_\_\_\_
8. **DESCRIPTION:** Attach a description of the contemplated use and character of improvements, existing or to be constructed, on this property and a time schedule for development (beginning and completion of development and, if planned in stages, schedule shall indicate the successive stages and the development planned for each stage).
9. **Planned Unit Development applications:** attach a statement describing the PUD ownership, and copies of agreements or covenants proposed to govern the PUD (see Section 64-5.D.2.a. for other required documentation).
10. **SITE PLAN must be filed with this application (7 COPIES).** The site plan, drawn to scale, must illustrate the following information: Dimensions of the site which will be affected; streets and easements bounding and intersecting the designated area; dimensions and locations of existing and proposed structures; yards/setbacks of existing and proposed structures; building height of structures; existing and proposed parking spaces, drive-ways, and access points; buffer protections (such as fences or planting strips); and landscaping. Also, please submit a digital copy (DXF or DWG - AutoCAD 2007 compatible) with different improvements/requirements on separate layers.
11. **TREES:** Are there any 24-inch diameter or larger trees on the site?  YES  NO  
 If YES, are they shown on the Site Plan?  YES  NO

Application Fee: Administrative Planned Unit Development \$150.00

Application fee + \$1.00 Computer Fee + \$1.00 per notification + postage fee per notification = Total Fee  
 (Cash or Credit Card)

**13. 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.

DATE: \_\_\_\_\_ APPLICANT'S SIGNATURE: \_\_\_\_\_



## **CHECKLIST**

### **Administrative PUD**

- SEVEN (7) COPIES OF COMPLETED APPLICATION
- LEGAL DESCRIPTION OF SITE IN QUESTION (FROM DEED OR SURVEY, NOT A TAX ASSESSMENT DESCRIPTION)
- PARCEL NUMBER OF SITE IN QUESTION
- DETAILED DESCRIPTION OF PROPOSAL
- SEVEN (7) COPIES OF SITE PLAN SHOWING ALL INFORMATION LISTED ON THE APPLICATION (DRAWN TO SCALE)
- DIGITAL COPY OF SITE PLAN (DXF or DWG - AutoCAD 2007 compatible)
- ALL TREES 24" AND LARGER SHOWN ON PLAN
- ADDRESS LABEL FOR APPLICANT; AND, IF APPLICANT AND OWNER DIFFER, ADDRESS LABEL FOR OWNER
- FIRST-CLASS POSTAGE FEE FOR APPLICANT AND/OR OWNER. (PLEASE DO NOT SUBMIT ADDRESSED ENVELOPES OR POSTAGE STAMPS)
- NOTIFICATION FEE (\$ 1.00 ) PER MAILING LABEL
- ONE PHOTOCOPY OF ADDRESS LABELS
- SIGNATURE OF PROPERTY OWNER OR LETTER AUTHORIZING APPLICANT TO SUBMIT 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.

**IF YOU HAVE ANY QUESTIONS  
PLEASE CALL (251) 208-5895**

#### **"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."