

City of Bay Minette Planning & Zoning Fees
Ordinance 1018 Administrative Fee Schedule, Adopted January 3, 2023
Effective January 12, 2023

Application Type	Fee
Land Use Certificate - Residential Dwelling New Construction, Additions, Alterations, Repairs or Renovation of Residential Dwellings, including Single-Family and Two-Family (duplex) dwelling units	\$50.00 per structure
Land Use Certificate - Residential Accessory Structure New Construction or Renovation of Accessory Structures, including carports, garages, pools, decks and storage sheds	\$50.00 per structure
Land Use Certificate - Pre-Manufactured Carport For any detached carport manufactured or constructed off-site and delivered for assembly and/or installation	\$75.00 per structure*
Land Use Certificate - Fencing/Screening New Construction, Installation or Renovation of Residential, Commercial or Industrial Fencing or Screening	Residential: \$25.00* Commercial/Industrial: \$50.00 application fee plus \$1.00 per linear foot*
Land Use Certificate - Commercial and Industrial Change of Use/Occupancy, New Construction, Additions, Alterations, Repairs or Renovation of Commercial or Industrial structures	\$50.00 per 1,000 gross sq. foot floor area or fraction thereof with a maximum fee of \$1,000 per structure*
Land Use Certificate - Home Occupation	\$50.00 per occupation*
Land Use Certificate - Signage - Permanent New Construction, Alteration, Re-facing, Repair or Renovation of building signage or	\$50.00 plus \$2.00 per sq. foot of display area, rounded to next whole sq. ft.*
Land Use Certificate - Signage - Commercial Banner/Wind Sign	\$25.00 per banner, 4 maximum banners per year*
Land Use - Temporary Structures	Commercial: \$250.00 per 6 month renewal Temp Construction Field Office: \$50.00
*Land Use Application Fee doubled if Land Use is not obtained prior to commencing work	
Planning Commission	
Rezoning	\$500.00 + \$10.00 per certified letter
Site Plan Approval	\$500.00
Planning Commission Use Approval	\$300.00
Concurrent Planning Commission Use & Site Plan Approval	\$600.00
Planned Unit Development (PUD) Application	\$500.00 + \$10.00 per certified letter
Board of Adjustment	
Variance	\$300.00 + \$10.00 per certified letter
Special Exception	\$300.00 + \$10.00 per certified letter
Administrative Appeal	\$300.00
Annexation	
Annexation - R-1 Zoning	\$250.00 + cost of public notice
Annexation - with Zoning Petition	\$500.00 + cost of public notice
Deannexation	\$250.00 + cost of public notice
Subdivision	
Exempt Subdivision	\$250.00
Pre-Application Conference	No Fee
Sketch Plan	\$100.00
Master Plan for PUD & Phased Development	\$350.00
Master Plan Amendment	\$200.00
Final Plat - Minor Subdivision	\$350.00 + \$20.00 per lot + \$10.00 per certified letter
Preliminary Plat - Major Subdivisions	\$500.00 + \$20.00 per lot + \$10.00 per certified letter
Final Plat - Major Subdivisions	\$250.00 + \$10.00 per certified letter
Request for Infrastructure Acceptance	\$250.00
Request for Subdivision Extensions	\$250.00 per request
Request to Vacate Plat	\$500.00 + \$20.00 per lot + \$10.00 per certified letter
Extensive Plat Amendments	\$350.00 + \$10.00 per certified letter
Subdivision Inspection	\$20.00/lot - Initial Inspection \$10.00/lot - Additional inspection
Roads and Right-of-Way	
Right-Of-Way Permit	No Fee
New Road Name Application Fee	\$250.00 + cost of signage
Road Name Change Application Fee	\$250.00 + cost of public notice and signage
Request to Vacate Public Right-of-Way	\$250.00 + cost of public notice + property value if approved
Request for Traffic Calming Measures	No Fee
Miscellaneous	
Community Banner Application	No Fee
Zoning / Jurisdiction Verification	No Fee
Assessment Letter	\$50.00
Printed Copy of Zoning Ordinance or Subdivision Regulations	\$35.00 per copy
Printed Copy of Comprehensive Plan	\$35.00 per copy
Public Records Request	\$25.00 per hour of research, 1-hour min + cost of copies
Large Format Scanning	\$10.00 per page
Large Format Copy/Printing	\$10.00 per square foot
Custom Map Generation & Printing Fee	\$50.00 per hour, 1-hour minimum + printing costs
8.5"x11" Paper Size	\$7.00
11"x17" Paper Size	\$14.00
18"x24" Paper Size	\$30.00
24"x36" Paper Size	\$60.00
36"x48" Paper Size	\$120.00
36"x60" Paper Size	\$150.00