



City of Bay Minette

Special Exception Application

301 D'Olive Street · Bay Minette, Alabama 36507

Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

Office Use Only

SE - _____
Fee: \$300 + \$10 per Certified Letter
Paid: Cash Credit Card
 Check - # _____
Date Paid: _____

Are you the property owner? Yes No

(If you are not the property owner you must submit an Agent Authorization Form signed by the property owner)

Name: _____ Date: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email: _____

Site Information

Property Address: _____

or Property Location: _____

*Parcel No.: _____ *PPIN No.: _____

**Parcel or PPIN information must be completed*

Current Zoning: _____

The purpose of this Special Exception is to allow:

What grounds or conditions exist to warrant the approval of the Special Exception?

**Special Exception ordinance excerpt and review criteria is included in packet*

I, the undersigned applicant, understands that payment of these fees does not entitle me to approval of this Special Exception and that no refund of these fees will be made. I have reviewed a copy of the applicable zoning regulations and understand that I must be present on the date of the meeting. I understand and authorize City Staff to conduct site visits, as needed, in relation to this request.

Signature of Applicant (Owner of Property or Authorized Agent)

Date

Submittal Requirements

- ____ Application
- ____ Fee
- ____ Agent Authorization Form (if applicant is not the owner)
- ____ Complete Legal Description of Property
- ____ Plot Plan or Survey – indicating any existing structures, proposed structures, and setbacks from property lines.