



**APPLICATION FOR SITE PLAN REVIEW**  
 TOWN OF DAUPHIN ISLAND PLANNING COMMISSION & BUILDING DEPARTMENT  
 1011 Bienville Boulevard  
 Dauphin Island, Alabama 36528  
[www.townofdauphinisland.org](http://www.townofdauphinisland.org)  
 Phone: (251) 861-5525  
 Fax: (251) 861-2154

**\*\* A COPY OF THE DEED TO THE SUBJECT PROPERTY MUST BE SUBMITTED WITH THIS APPLICATION.**

**If the applicant is not the owner, an "AUTHORIZATION TO ACT AS APPLICANT" form must be signed, notarized, and be on file. All associated fees will be charged to the applicant unless otherwise arranged.**

Application Submittal Date: \_\_\_\_\_ Planning Commission Meeting Date: \_\_\_\_\_

**OWNER/APPLICANT INFORMATION:**

APPLICANT NAME \_\_\_\_\_

PROPERTY OWNER NAME: (if different than applicant name): \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNER'S MAILING ADDRESS: \_\_\_\_\_

PHONE NO. \_\_\_\_\_ EMAIL: \_\_\_\_\_

**PROPERTY INFORMATION:**

How is property currently being used: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Current zoning: \_\_\_\_\_ Proposed zoning: \_\_\_\_\_

Gross Acreage of Subject Property: \_\_\_\_\_ Number of Individual Units: \_\_\_\_\_

General Location: \_\_\_\_\_

Tax Parcel ID Number: \_\_\_\_\_ Lot & Block Number: \_\_\_\_\_

**REQUESTED TYPE OF REVIEW:**

<input type="checkbox"/> CHANGE OF OWNERSHIP	<input type="checkbox"/> NEW COMMERCIAL & NON-RESIDENTIAL STRUCTURES
<input type="checkbox"/> CHANGE OF USE	<input type="checkbox"/> NEW RESIDENTIAL STRUCTURE IN OVERLAY DISTRICT (DPOD, WPOD, BSO, SFHOD)
<input type="checkbox"/> CHANGE TO EXISTING STRUCTURE FOR ALL COMMERCIAL & NON-RESIDENTIAL USES	<input type="checkbox"/> NEW RESIDENTIAL IN VILLAGE DISTRICT (V)
<input type="checkbox"/> CHANGE TO EXISTING STRUCTURE FOR ALL USES IN OVERLAY DISTRICTS (DPOD, ABOD, BSO, WPOD, SFHOD)	<input type="checkbox"/> NEW STRUCTURE IN ALOE BAY OVERLAY DISTRICT (ABOD)
<input type="checkbox"/> CHANGE TO EXISTING TWO-FAMILY OR MULTI-FAMILY RESIDENTIAL STRUCTURE	<input type="checkbox"/> NEW TWO-FAMILY OR MULTI-FAMILY RESIDENTIAL STRUCTURE

**DOCUMENTATION:**

- \_\_\_\_ Five (5) paper copies of plans (24 X 24)
- \_\_\_\_ One (1) digital copy in pdf format of plan and all documentation attached to application
- \_\_\_\_ Authorization to Act as Applicant form, if applicable
- \_\_\_\_ Copy of property deed

**APPLICATION SUBMITTAL DEADLINE:**

The Planning Commission meets the 2<sup>nd</sup> Tuesday of each month at 5:00 P.M. at Town Hall. Completed application packet and all other required documentation must be submitted 14 days prior to the regularly scheduled Planning Commission meeting of the month in order to be placed on the agenda. Applications submitted less than 14 days before a Planning Commission meeting will be placed on the following agenda.

**TERMS & CONDITIONS:**

*My signature indicates that I, the applicant or authorized agent, agree with the terms and conditions of this application and certify that all of the above facts are true and correct to the best of my knowledge. I understand that I must be present at the Planning Commission meeting in order for my application to be acted upon and any approval(s) granted pursuant to this application shall be subject to all applicable regulations of the Town of Dauphin Island, and that such approval(s) shall expire unless construction has commenced within one (1) year following date of approval.*

APPLICANT/AGENT NAME (please print): \_\_\_\_\_

APPLICANT'S/AGENT'S SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**PAYMENT DETAILS:**

**Site Plan Review Fee:** \$ \_\_\_\_\_

Paid By: Cash, Card, or Check # \_\_\_\_\_ Approval code \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

