



EXEMPT SUBDIVISION REQUEST

Date _____

To The City of Foley Planning Commission

I, _____ as owner of the property located at:

Am requesting and exemption from the City of Foley Subdivision Regulations for a _____ Family _____ One-time Split on:

Parcel # _____ PIN # _____

Parcel currently consists of _____ lot(s) on _____ acre(s), and will be divided into _____ lot(s) consisting of _____ acres.

Signature

Address (if different from above):

Phone # _____ E-mail _____

EXEMPT SUBDIVISION PROCESS

Individual Responsibility:

1. Letter requesting exemption from subdivision regulations from individual owning the land.
2. Drawing of property location and dimensions of lots to be split.
3. If exemption is granted, original letter and drawing must be taken to the county office to be recorded.
4. Provided proof of recording to Planning Department to have filed closed out and allow individual to apply for building permit.

Staff Responsibility:

1. Assist individuals with application process and ensure their understanding of the process.
2. Schedule the request on the next Planning Commission Meeting.
3. Provide letter of exemption for Chairman's signature.
4. If approval received, provide applicant with the original letter, file a copy of letter in their file folder, mail a copy of letter to Baldwin County Addressing Office, attn: Cindy.
5. Once proof of recording is received, provide permitting clerk with copy and file a copy in the folder.