



City of Bay Minette

Site Plan Review Application

301 D'Olive Street · Bay Minette, Alabama 36507
Phone (251) 580-1650 · COBM_Planning@cityofbayminetteal.gov

Office Use Only

Case No: SP-25 004

Fee: \$500.00

Paid: ☐ Cash ☐ Check

☐ Credit Card

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)

Applicant Name: Frank Morrow Date: 03/25/2025

Mailing Address: 1151 D'Olive Street

City: Bay Minette State: AL Zip Code: 36507

Phone Number: (251) 232-2794 Email: femorrow@yahoo.com

Site Information

Property Address: 1151 D'Olive Street Bay Minette, AL 36507

or Property Location: _____

*Parcel No.: 05-23-04-17-1-000-030.000 *PPIN No.: 37534

**Parcel or PPIN information must be completed*

Request: Site plan approval for construction of a 3,500 S.F. storage building and 2 proposed future buildings (3,500 S.F. & 2,500 S.F.) at existing storage facility

I, the undersigned, do hereby request the City of Bay Minette Planning Commission to grant a Site Plan Review for the location to determine if it meets the regulations of the **Zoning Ordinance** for the reason(s) stated above. I understand and authorize City Staff to conduct site visits, as needed in relation to this request.

Frank Morrow 03/25/2025
Signature of Applicant (Owner of Property of Authorized Agent) Date

Submittal Requirements

- ☒ Application
- ☒ Fee paid in full
- ☒ 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
- ☒ Submittal Requirements listed in 8.9 Site Plan, as applicable

Element3 Engineering
3938 Government Blvd Suite 104
Mobile, AL 36693
(251) 287-1296

To: City of Bay Minette Planning Dept.
Address: 301 D'Olive Street
Bay Minette, AL 36507

Date: 03/26/2025
Project Name: D'Olive Street Storage
1151 D'Olive Street

Our Job No.: 25-016

Attention: Ms. Paula Bonner

We are providing you on this date the following items:

Quantity	DESCRIPTION
3	Civil Plan Set
1	Site Plan Submittal Checklist
1	Site Plan Review Application
1	Agent Authorization Form
1	Recorded Deeds Parcels A, B & C – Common Lot Line Shift

PLEASE NOTE:

- Project manager for this project is Steve Fisher who can be reached via telephone 251-287-1296 or via email steve.element3@gmail.com



City of Bay Minette

Planning & Development Services

301 D'Olive Street · Bay Minette, Alabama 36507

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

Site Plan Submittal Checklist

The City Planner or Planning Commission may waive certain requirements if it is determined that the requirements are not essential to a proper decision on the project; or, may supplement the list with other requirements deemed necessary to clarify the nature of the proposed development.

Minimum Requirements for Submittal

At the time of application, submittals must include:

- 1.) Three (3) large-format, printed plan sets (maximum 24"x36")
- 2.) A digital version in PDF format, and
- 3.) A digital version in GIS shapefile, CAD drawing or equivalent.

Site plans shall include the following information related to the existing and proposed conditions unless some or all of these requirements are waived by the City Planner or Planning Commission.

- ☒ The location and size of the site including its legal description and a current certified survey.
- ☒ A vicinity map showing the site relation to surrounding property.
- ☒ The recorded ownership or developer's interest if the developer is not the owner.
- ☒ The relationship of the site to existing development in the area including streets, utilities, residential, and commercial development, and physical features of the land including significant ecological features. This information may be combined with requirements for the vicinity map specified in this section.
- ☒ The density or intensity of land use to be allocated to all parts of the site together with tabulations by acreage and percentages thereof itemized by use and density. Site calculations shall include the detailed information on the dimensions and/or area of the following:
 - ☒ Existing Structure square footage
 - ☒ Proposed Structure square footage
 - ☒ Existing Impervious Surface area including parking areas and access/driveways
 - ☒ Proposed Impervious Surface area including parking areas and access/driveways
 - ☒ Proposed Landscaped/Open Space areas
 - ☒ Number of Parking Spaces provided with dimensions and provisions for accessible parking and travel paths. *EXISTING*
- ☒ The location, size and character of any common open space, commonly owned facilities and form of organization which will own and maintain any common open space and such facilities.
- ☒ The use and maximum height, bulk and location of all buildings and other structures to be located on the site.
- N/A* ☒ The substance of covenants, grants of easements or other restrictions which will be imposed upon the use of the land, buildings and structures, including proposed easements or grants for public utilities or other purposes.

- ☒ The provisions for disposition of open space, including tree protection, landscaping provisions and buffering requirements. *EXISTING*
- NA* ☒ In the case of plans which call for development over a period of years, a schedule showing the proposed times within which applications for building permits are intended to be filed. **please see below note**
- NA* ☒ Where required by the Alabama Department of Transportation ("ALDOT"), City Planner shall be provided proof that the applicant has submitted a driveway permit application to ALDOT. In the event that any type of traffic study is required by the ALDOT, copies thereof shall be provided to the City Planner.
- ☒ Front and side architectural elevations.
- NA* ☒ The location and size of all signs to be located on the site. In the event that a sign is pre-existing and fails to conform to the requirements as set forth in this ordinance, site plan approval will be granted only under the condition that all signs will comply with the regulations as set forth in the sign ordinance.
- ☒ Landscape plans, in accordance with *Section 10.4 Landscape Plan Standards*.
- ☒ Any additional data, plans or specifications which the applicant or the City believes is pertinent and which will assist in clarifying the application including, but not limited to plans for screening, lighting and space, surface drainage, erosion and sediment control, water and sewer connections, landscaping, and signs.

Notes: Even though 2 future buildings are shown on our site plan, at this time there is no
scheduled timeline available when these buildings will be constructed.