



REQUEST FOR AN EXEMPT SUBDIVISION LETTER

LETTER SUBMITTAL REQUIREMENTS/CHECKLIST

The following items must be submitted:

- ___\ A copy of the "Request for an Exempt Subdivision Letter" form attached, completed, signed by property owner and dated. If someone other than the property owner is requesting a subdivision exemption letter, written authorization from the property owner must be submitted;
- ___\ Compliance with the Town of Magnolia Springs regulations.
- ___\ Sketch Plan/Drawing, drawn to scale showing the original parcel.
- ___\ Sketch Plan/Drawing, drawn to scale showing the proposed division.
- ___\ Parcel Identification No.: (this can be found on your tax bill or contact the Revenue Commission Office).
- ___\ Attachments to substantiate the request such as court orders, death certificates, deed, etc.
- ___\ If requesting a One-Time Split. Provide a copy of the deed in effect as of February 1, 1984.
- ___\ Zoning Verification Letter from Baldwin County Planning & Zoning. (This may be applied for via Baldwin County CitizenServe website at www.baldwincountyal.gov/citizenserve-portal)

Completed forms and attachments may be submitted

Town of Magnolia Springs
Planning Commission
12191 Magnolia Springs Hwy
Magnolia Springs, AL 36555

or mailed to:

Town of Magnolia Springs
Planning Commission
P.O. Box 890
Magnolia Springs, Al. 36530
Telephone: (251) 965-9888
Fax: (251) 965-988



REQUEST FOR AN EXEMPT SUBDIVISION LETTER

I/We would like to request a subdivision exemption letter for the Town of Magnolia Springs Subdivision Regulations for the following type division to be made:

Parcel Identification Number: 05 - ____ - ____ - ____ - ____ - ____ - ____ . ____

Check the appropriate box:

- ☐ \ Subdivision of land by court order including, but not limited to, judgments or foreclosure [§4.2(a)]
- ☐ \ The public acquisition by gift or purchase of strips or parcels of land for the widening or opening of streets for other public uses [§4.2(b)];
- ☐ \ The division of land wherein the size of each and every resulting parcel of land equals or exceeds twenty (20) acres, including public rights-of-way and involves no street or other public improvements[§4.2(c)]
- ☐ \ The construction of development of roads or buildings on private property to be used for agricultural purposes [§4.2(e)]
- ☐ \ A 'one-time' split of a parcel if, and only if, the parcel existed and has not been divided since February 1, 1984 [§4.2(f)];
- ☐ \ Common property lines are being moved, no new parcels are to be created.
- ☐ \ Family division of land (legally related family members: spouse, children, siblings, parents, grandparents, grandchildren, or step-related individuals of the same status

If requesting a family division of land:

Name of person that property is to be deeded to: _____

____ Spouse ____ Parents ____ Son ____ Daughter ____ Grandchildren ____ Grandparents

____ Siblings ____ Step-related individuals of the same status

I certify that to the best of my knowledge, all information supplied with this request is complete and accurate. I acknowledge that failure to submit the above stated information along with this form will result in the request being returned to the undersigned for completion.

Print Name of Property Owner or Authorized Agent:

Signature of Property Owner or Authorized Agent:

Mailing Address (Street No./Name, P.O. Box No., City/State/Zip):

Telephone Number:

Email Address:
