

PLANNED DEVELOPMENT ZONING CHECKLIST

Property Location

Owner

- ☐ Re-Zoning
- ☐ Pre-Zoning (prior to annexation)

Submittal Date _____

Pre-Application Conference (no later than 21-days prior to TRC):

- _____ Written request
- _____ Design concepts (if available)

This checklist is provided as a guide. It is the applicant's responsibility to ensure compliance with all requirements. Any deficiency within this checklist does not relieve the applicant from meeting any such requirement.

At time of application (no later than 21-days prior to TRC):

- _____ Complete and notarized application, including any applicable agent authorization statements
- Deed(s) required as part of application ~ ALL owners shown in deeds must sign the application
- _____ Fee: \$500.00
- Additional public notices and mailings fees apply(TBD following TRC). The fees are determined by the number of property adjoiners, number of signs required, current postage and sign costs
- _____ Vicinity map showing the location and zoning of the property, along with that of adjacent properties
- _____ Legal description of property being zoned/re-zoned
- _____ Statements from all utility providers that they have the capacity and ability to readily serve the property
- East of I-65: Priceville Sewer, NEMCW, JWEMC, WBNG
 - West of I-65: Priceville Sewer, Decatur Utilities (water), JWEMC, WBNG
- _____ All requirements found in §6.03.03(2-a) and §6.03.08
- _____ 5 copies of an organized and bound document meeting all requirements above
- _____ PD submittal statement ~ §6.03.03(2-b) – (any requested modifications, variances, omissions to requirements)
- _____ Above items also submitted in PDF format

Following TRC Review:

- _____ Any special studies or reports (determined by TRC)
- _____ Any other necessary items determined by TRC

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CITY OF PRICEVILLE

PLANNED DEVELOPMENT ZONING APPLICATION

OFFICE USE ONLY

Date Received _____

Clerk _____

1. Applicant

Printed Name		Phone No.	
Signature		Mailing Address	

If other than the owner, a Certified Statement from the Owner of Record must be attached stating that the Applicant is acting as an Agent for the owner

2. Owner of Record ☐ Check here if multiple owners and skip the remainder of section 2 – complete page 3

Printed Name ☐ Individual ☐ Business		Mailing Address	
If Business: Officer Name (print) Title / Position			
Signature		Phone No.	
Attest: Notary Public		Seal	

A true and exact copy of the current Deed of Record must be attached to and made a part of this application.

3. Property Title ☐ The property title is free and clear of any encumbrances (mortgage, loan, lien, other form of collateral, etc.)
☐ The property has a financial encumbrance – if checked, explain. Attach a separate page if needed.**4. Location of Property**

Address:	Provide a general location description: (street, road, highway, landmark)
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5. Current Use of Property – Describe

(Single-family, Multi-family, Business, Manufacturing, Place of Worship)

Proposed Use of Property – Describe

(Single-family, Multi-family, Business, Manufacturing, Place of Worship)

6. Current Zoning: (if applicable)**Requested Zoning:**

**SEE PRICEVILLE ZONING ORDINANCE §6.03 AND §13.04
FOR FULL PLANNED DEVELOPMENT
DESIGN AND SUBMITTAL REQUIREMENTS, AND PROCEDURE DETAILS**

***** A PRE-APPLICATION CONFERENCE MUST BE HELD WITH THE TRC ***
PRIOR TO ANY PLANNED DEVELOPMENT APPLICATION**

GENERAL APPLICATION REQUIREMENTS (see also ZO §6.03 and §13.04)

- Copy of property deed must be attached
- Application must be signed by all owners shown on the deed (see page 3)
- Authorized Agent Statement required if applicant is not the owner (see page 4)
- Application must be submitted no later than 21 days prior to the TRC meeting at which it is to be considered
- Non-refundable fees:
 - \$500 fee due at time of application
 - Mail and legal notice costs due – TBD following review
- Vicinity map showing the site and zoning of adjacent properties
- A statement from all applicable utilities that said utilities are available to serve the proposed use
- Any supplemental information which will assist the planning commission in reviewing the zoning amendment
- Application and accompanying items must be submitted in both paper and PDF format
- NOTE: Planned Development design must also meet all requirements found in the Priceville Subdivision Regulations, where applicable.

GENERAL PROCEDURE

- 1) The City Building Official reviews the application with the TRC. Review determines, but is not limited to, the following:
 - a) Application and submittal completeness
 - b) Mail and legal notice costs for public notice
 - c) If any special studies or reports are needed (other than those specifically found in written regulations)
 - 2) Upon completion of its review, TRC submits its findings to the Commission regarding, but is not limited to, the following:
 - a) Appropriateness of the proposed development to the site and surrounding areas
 - b) Compatibility of the proposed development with the Comprehensive Plan
 - c) Provision of open space and/or other public benefits or amenities commensurate with the flexibility inherent in the PD designation
 - d) Traffic access and circulation, stormwater management, utilities and other facilities and services;
 - e) Adequacy of evidence on unified control and suitability of any proposed agreements, deed restrictions, sureties, dedications, or other instruments, or the need for such instruments, or for changes in instruments proposed (with findings as to such matters based on opinions of the City Attorney)
 - f) The suitability of plans as proposed, or recommended changes with reasons therefor; and
 - g) The appropriateness of any requested modifications of applicable regulations
 - 3) Planning Commission considers the TRC's findings and sets a public hearing if mail and legal notice costs for public notice have been paid.
 - 4) Planning Commission holds the public hearing and makes a recommendation to the City Council for approval, approval with changes, or denial. (Commission recommendation is not guaranteed the same night as the hearing and may be delayed if deemed necessary)
 - 5) City Council considers the Commission's recommendation and sets a second public hearing.
 - 6) City Council holds the public hearing and either approves, approves with changes, or denies the zoning amendment. If approved with changes, such changes are binding to the MDP (Master Development Plan).
- Public Hearings must be set during a Commission / Council meeting. Public hearings are generally set to be held during the following month from which the hearing was set.
 - The Final MDP for the entire development, or at least the first phase, must be submitted to the Commission within 180 days after the Council approves the PD zoning.
 - A Final MDP is considered one or both of the following (where applicable):
 - a) Preliminary Plat (Subdivision Regulations)
 - b) Site Plan (Zoning Ordinance)

OWNERS OF RECORD (attach additional pages as needed for the number of owners)

- ☐ Check here if an "authorized agent statement" has been completed by all owners of record. (see page 4)
- Skip remainder of this page if box is checked

Owner: _____ (printed name) _____ (signature)

Address: _____ Phone: _____

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a notary public in and for said County in said State, hereby certify that _____ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the _____ day of _____, 20_____.

Notary Public
My Commission Expires: _____

Owner: _____ (printed name) _____ (signature)

Address: _____ Phone: _____

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a notary public in and for said County in said State, hereby certify that _____ whose name is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the _____ day of _____, 20_____.

Notary Public
My Commission Expires: _____

Date: _____

City of Priceville
Attn: Planning Commission Secretary

RE: Authorized Agent Statement

Project/Development/Property: _____

Please let this letter serve as the owner's certified statement that _____ is an authorized agent with respect to all applications and submittals for the above referenced property. Specifically, _____ is authorized to submit whatever other applications, petitions, plans, layouts, and information that may be necessary to obtain approvals and entitlements for the development of the above referenced property.

Please contact me if you need further information.

Owner 1 (print): _____

Phone: _____

Sincerely,

Address: _____

Owner 1: _____

Owner 2: _____

Owner 2 (print): _____

Phone: _____

Address: _____

STATE OF ALABAMA)
COUNTY OF MORGAN)

I, _____, a notary public in and for said County in said State, hereby certify that _____ whose name(s) is signed to the foregoing instrument, and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, executed the same voluntarily.

Given under my hand and the seal of my office, this the _____ day of _____, 20____.

Notary Public

My Commission Expires: _____