

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.

STANDARD ZONING CHECKLIST

Property Location

Owner

☐ Re-Zoning

Submittal Date _____

☐ Pre-Zoning (prior to annexation)

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: \$200.00

- 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

_____ Above items also submitted in PDF format

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CITY OF PRICEVILLE

STANDARD ZONING APPLICATION

OFFICE USE ONLY

Date Received _____

Clerk _____

☐ Initial Zoning (upon annexation)☐ Re-Zoning☐ Pre-Zoning (prior to annexation)**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)
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:

APPLICATION REQUIREMENTS

**APPLICATION MUST BE SUBMITTED NO LATER THAN
21 DAYS PRIOR TO THE TRC MEETING AT WHICH IT
IS TO BE CONSIDERED**

- SEE ZO §13.04.02 FOR FULL REQUIREMENTS
- COPY OF PROPERTY DEED MUST BE ATTACHED
- APPLICATION MUST BE SIGNED BY ALL OWNERS SHOWN ON THE DEED (see pg. 3)
- AUTHORIZED AGENT STATEMENT REQUIRED IF APPLICANT IS NOT THE OWNER (see pg. 4)

A. INITIAL ZONING (UPON ANNEXATION)

- No charge
- Copy of annexation petition must be attached

B. RE-ZONING

- Non-refundable fees:
 - o \$200 fee due at time of application
 - o 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

C. PRE-ZONING (PRIOR TO ANNEXATION)

- Non-refundable fees:
 - o \$200 fee due at time of application
 - o Mail and legal notice costs due – TBD following review
- Copy of annexation petition must be attached:
 - o The annexation petition is placed on-hold pending the outcome of the pre-zoning process.
- NOTE: Submittal of a pre-zoning application is an agreement to immediately annex the property if the zoning district is approved as requested by the owner(s).

PROCEDURE

A. INITIAL ZONING (UPON ANNEXATION)

- 1) TRC reviews the application and makes a recommendation to the Planning Commission
- 2) Planning Commission considers the TRC's recommendation and makes a recommendation to the City Council
- 3) City Council considers the Commission's recommendation and assigns zoning upon annexation

B. RE-ZONING

- 1) TRC reviews the application, determines mail and legal notice costs for public notice, and makes a recommendation to the Planning Commission.
 - 2) Planning Commission considers the TRC's recommendation and sets a public hearing if mail and legal notice costs for public notice have been paid.
 - 3) Planning Commission holds the public hearing and makes a recommendation to the City Council.
 - i. NOTE: The Commission has 60 calendar days from initial review to submit its recommendation to the Council
 - 4) City Council considers the Commission's recommendation and sets a second public hearing.
 - 5) City Council holds the public hearing and either approves or denies the zoning amendment.
- NOTE: 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.

C. PRE-ZONING (PRIOR TO ANNEXATION)

- 1) See procedure outline for Re-Zoning above
 - 2) The City Council may immediately annex the property if the zoning district is approved as requested by the owner(s).
- NOTE: Any pre-zoning established shall be null and void if the property is not annexed within 180 days of the receipt of initial annexation application.

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: _____