

**CONDITIONAL USE APPLICATION
INSTRUCTIONS**

REQUEST TO APPEAR BEFORE THE CITY OF GARDENDALE PLANNING AND ZONING BOARD
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NEXT SCHEDULED MEETING: _____
APPLICATION DEADLINE: _____

1. MEETINGS ARE HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:30 PM IN THE GARDENDALE CITY HALL COUNCIL CHAMBERS.
2. THE APPLICANT, OWNER OR AUTHORIZED REPRESENTATIVE MUST BE PRESENT AT MEETING...PLEASE PROVIDE PHONE NUMBERS ON APPLICATION.
3. APPLICATION AND ALL REQUIREMENTS MUST BE RECEIVED BY THE APPLICATION DEADLINE, WHICH IS 21 DAYS BEFORE THE MEETING DATE.
4. **FILING FEE OF \$75.00** MUST ACCOMPANY THE APPLICATION, ALONG WITH PAYMENT FOR **POSTAGE** FOR NOTIFICATION BY FIRST CLASS MAIL FOR ZONING MEETING TO ALL ADJACENT PROPERTY OWNERS. THESE NAMES CAN BE PROVIDED BY THE INSPECTION OFFICE. **APPLICANT WILL LATER BE BILLED FOR NEWSPAPER PUBLICATION COSTS INCURRED FOR NOTIFICATION OF THE PUBLIC HEARING. ALL FEES MUST BE PAID, WHETHER OR NOT CONDITIONAL USE IS APPROVED.**
5. LETTER SIGNED BY ALL PROPERTY OWNERS AUTHORIZING THE CONDITIONAL USE REQUEST. IF ALL OWNERS SIGN THE APPLICATION FORM, LETTER IS NOT NECESSARY.
6. SITE PLAN (3 COPIES) DRAWN TO SCALE AND DIMENSIONS, SHOWING THE PROPERTY BOUNDARIES, UTILITIES, PUBLIC RIGHTS-OF-WAY, AND THE PROPOSED USE AND DEVELOPMENT LAYOUT, INCLUDING BUFFERS AND SETBACKS. (SEE ZONING ORD. #2013-02, ARTICLE 4, SECTION 4.2.2 - SITE PLAN REVIEW FOR DETAILS.)

DRAINAGE DETAILS ON SITE PLAN MUST BE BASED ON A 100-YEAR RAIN EVENT, 24-HOUR STORM. ALSO, MUST INCLUDE TOPO. SITE PLAN MUST BE STAMPED BY A REGISTERED PROFESSIONAL ENGINEER FOR THE STATE OF ALABAMA.

7. IF APPLICABLE, 3 SETS BEST MANAGEMENT PRACTICES (BMP) PLAN (POST-CONSTRUCTION CONTROLS) – REVIEW FEE \$2,000. A POST CONSTRUCTION ANNUAL ISSUANCE FEE OF \$50 WILL BE PAID TO THE CITY TO DEFRAY COST OF INSPECTION POST CONSTRUCTION CONTROLS AND MAINTAINING INSPECTION RECORDS. REFER TO ORDINANCE NO. 2019-001 STORM WATER MANAGEMENT

EROSION AND SEDIMENTATION CONTROL AND ORDINANCE NO. 2019-003 STORM WATER MANAGEMENT POST CONSTRUCTION.

8. BOARD REQUIRES A RENDERING OF EXTERIOR APPEARANCE AND ELEVATION OF PROPOSED STRUCTURES. BOARD PREFERS TO REVIEW BEFORE MEETING; HOWEVER, IF NOT POSSIBLE TO SUBMIT WITH ORIGINAL PAPERWORK, MUST BRING TO MEETING.