

REZONING APPLICATION

INSTRUCTIONS

REQUEST TO APPEAR BEFORE THE CITY OF GARDENDALE
PLANNING AND ZONING BOARD

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 \$150.00 MUST ACCOMPANY THE APPLICATION, ALONG WITH PAYMENT FOR POSTAGE FOR NOTIFICATION BY FIRST CLASS MAIL FOR ZONING MEETING TO ALL PROPERTY OWNERS WITHIN 500'. 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 AND FOR CERTIFIED MAIL COSTS FOR THE CITY COUNCIL MEETING FOR ALL OWNERS WITHIN 500'. ALL FEES MUST BE PAID, WHETHER OR NOT ZONING IS APPROVED.**
5. LETTER SIGNED BY ALL PROPERTY OWNERS AUTHORIZING THE REQUEST TO REZONE- (ADDRESSES AND PHONE NUMBERS SHOULD BE PROVIDED).
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)

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

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. THE **“LEGAL DESCRIPTION” OF THE PROPERTY BEING REZONED** SHOULD BE ADDED TO THE SITE PLAN. IF ONLY A PORTION OF THE PROPERTY IS TO BE REZONED, A LEGAL METES AND BOUNDS DESCRIPTION WILL BE REQUIRED FOR THAT PORTION OF THE PROPERTY BEING REZONED.

9. TRAFFIC STUDY REQUIRED UNLESS SPECIFICALLY WAIVED BY BUILDING INSPECTOR.... (SEE ZONING ORD. #2013-02, ARTICLE 4, SECTION 4.2.2 - *SITE PLAN REVIEW* FOR DETAILS.)

10. **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.**

11. THE ZONING BOARD WILL MAKE A “RECOMMENDATION” TO THE CITY COUNCIL REGARDING THE REQUEST TO REZONE. FOLLOWING NOTIFICATION PROCEDURES OUTLINED BY STATE LAW AND CITY ZONING ORDINANCE #2013-02, A PUBLIC HEARING WILL BE HELD BY CITY COUNCIL FOR A FINAL DECISION.

THE REQUEST WILL PROCEED TO THE COUNCIL UNLESS A SIGNED REQUEST TO WITHDRAW IS RECEIVED FROM THE OWNER.