

**CITY OF VESTAVIA HILLS  
PLANNING AND ZONING COMMISSION  
PREPARATION CHECKLIST  
PRELIMINARY PLAT APPROVAL**

**Section I. Instructions, Information and Checklist:**

Below is a checklist detailing the actions in the processing of the above referenced application before the Vestavia Hills Planning and Zoning Commission. These are outlined in detail in the Vestavia Hills Zoning Code (approved December 13, 2010).

The Planning and Zoning Commission meets the 2<sup>nd</sup> Thursday of every month. Application dates vary and must be received in the Office on or before these dates. Be sure to submit the correct application for your request. **Please note, these application dates are prescribed by law and cannot be amended by staff. There are no exceptions.** Application deadlines are outlined as follows:

- Zoning/Rezoning Requests – 25 working days prior to the meeting
- Conditional Use Approval Requests – 25 working days prior to the meeting
- Preliminary Plat Approval Requests – 20 days prior to the meeting
- Final Plat Approval Requests – 15 days prior to the meeting

Below is a checklist of all information needed in order to process your request. This information must be supplied in its entirety or the item will not be properly filed and will (a) not be accepted by the Office; or (b) not be presented to the Commission. Acceptance by the Clerk does not constitute acceptance of complete and proper filing. **Please submit this checklist with your application.**

Applicant must submit all documentation designed by an “\*”. The remaining information is supplied by staff.

*	\$100 Application Fee
*	Application (original) completed with owner’s signature notarized and representing agent designated (if applicable)
*	Four (4) full construction drawings ( <b><i>rolled, not folded</i></b> )
*	One (1) vicinity sketch
*	Three (3) full size clean “lot line” prints <b><i>folded</i></b> to a size of 8 ½” X 11”
*	One (1) electronic copy (.pdf format) burned on c.d. or one 8 ½” X 11” copy of all drawings submitted
-	Assign Case Number
-	

	Label File contents and folder
-	Insert Staff Feedback form in folder
-	Process Notification Labels
-	Process Notification
-	Mail Notifications to property owners located adjacent to subject property
-	Process and mail notice to owner
-	Process invoice for reimbursement of postage and mail to owner/applicant
-	Deposit application fee
-	Received payment for postage/advertisement reimbursement
-	Deposited payment for postage/advertisement reimbursement
+	Obtain Staff feedback from Engineer
+	Obtain Staff feedback from Fire Marshal
+	Obtain Staff feedback from Building Safety
+	Obtain Staff feedback from Clerk/DRB
+	Prepare Feedback Information for Commission Agenda packet
+	Schedule case for presentation to Commission
+	Place request on agenda
+	Request is presented to Commission
+	Request is Approved
+	Request is not approved

**CITY OF VESTAVIA HILLS  
PLANNING AND ZONING COMMISSION  
PRELIMINARY MAP APPLICATION**

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**II. APPLICANT INFORMATION: (owner of property)**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

MAILING ADDRESS (if different from above) \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER: Home \_\_\_\_\_ Office \_\_\_\_\_

NAME OF REPRESENTING ATTORNEY OR OTHER AGENT: \_\_\_\_\_

\_\_\_\_\_

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**III. ACTION REQUESTED**

**Preliminary Plat Approval**

Explain reason for the request: \_\_\_\_\_

\_\_\_\_\_

*\*\*if additional information is needed, please attached full description of request\*\**

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**IV. PROPERTY DESCRIPTION: (address, legal description, etc.)**

\_\_\_\_\_

\_\_\_\_\_

Property size: \_\_\_\_\_ feet X \_\_\_\_\_ feet. Acres: \_\_\_\_\_

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**VI. ZONING/REZONING:**

The above described property is presently zoned: \_\_\_\_\_

**VI. OWNER AFFIDAVIT:**

I do hereby declare the above statements are true and that I, the owner, and/or my duly appointed representative will be at the scheduled hearing.

\_\_\_\_\_

*Owner Signature/Date*

\_\_\_\_\_

*Representing Agent (if any)/date*

Given under my hand and seal  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

*Notary Public*

My commission expires \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_.

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