

## CITY OF VESTAVIA HILLS BOARD OF ZONING ADJUSTMENT PREPARATION CHECKLIST

### **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 Board of Zoning Adjustment. These are outlined in detail in the Vestavia Hills Zoning Code (approved December 13, 2010 as amended).

The Board of Zoning Adjustment meets the 3<sup>rd</sup> Thursday of every month. Applications must be received in the Office 30 days prior to the meeting. **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:

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.

*	\$50 Application Fee
*	Application (original) completed with owner’s signature notarized and representing agent designated (if applicable)
*	One (1) vicinity sketch
*	Three (3) sets <b><i>folded</i></b> to a size of 8 ½” X 11”. Complete sets including but not limited to: application, color rendering, drawings, renderings, survey, etc. <b><u>ALL SETS MUST INCLUDE A COPY OF THE APPLICATION. SETS ARE TO BE PUT TOGETHER IN THE MANNER YOU WOULD LIKE THE BOARD TO RECEIVE THEM.</u></b>
*	One (1) electronic copy (.pdf format) burned on c.d. or one 8 ½” X 11” copy of all drawings submitted
*	Applicant must pay all fees, including but not limited to the application fee and postage fees.
-	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 reimbursement
-	Deposited payment for postage reimbursement
+	Obtain Staff feedback from Engineer
+	Obtain Staff feedback from Fire Marshal
+	Obtain Staff feedback from Building Safety
+	Obtain Staff feedback from Clerk/DRB
+	Schedule case for presentation to Board
+	Place request on agenda
+	Request is presented to Board
+	Request is Approved
+	Request is not approved

# CITY OF VESTAVIA HILLS BOARD OF ZONING ADJUSTMENT APPLICATION

The owner of the property understands that variances are granted based on the zoning code. Variances are not granted on any kind of covenants. Covenants are between property owners.

**EXAMPLE:** If you are asking for a variance from a building setback line and the building setback line is recorded on the plat and matches the Zoning Code, then the Board of Zoning Adjustment would only hear the case based on the Zoning Code requirements, not what is on the recorded plat. The recorded plat is a covenant between property owners of the subdivision. You must have signatures of every property owner on the recorded plat map to change the covenant portion of the setback. The letter of signatures approving the amendment of the covenants must be filed with the Office of the Probate Court. Again, we can only give a variance based on the Zoning Code and that is the only portion of the building setback changes that the Board of Zoning Adjustment will vote on. Once filed with the Office of the Probate, please bring a copy of the recorded amendment to the Office of the City Clerk and we will place it in the file.

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**I. APPLICANT INFORMATION:**

**Owner of Property (This Section Must Be Completed)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Other #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Representing Attorney/Other Agent**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Other #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

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**II. DESCRIPTION OF PROPERTY:**

LOCATION: \_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*Subdivision name, Lot #, Block #, etc.*

**III. REASONS FOR REQUEST (PLEASE FILL IN APPLICABLE STATEMENTS):**

1. ( ) A request to vary:  
\_\_\_\_\_’ variance to reduce the lot width to \_\_\_\_\_’ in lieu of the required \_\_\_\_\_’.  
\_\_\_\_\_ square foot variance to reduce the lot area to \_\_\_\_\_ square feet in lieu of the required \_\_\_\_\_ square feet.  
\_\_\_\_\_’ front/side/rear (circle one) setback variance to reduce the setback to \_\_\_\_\_’ in lieu of the required \_\_\_\_\_’.  
\_\_\_\_\_’ front/side/rear (circle one) setback variance to reduce the setback to \_\_\_\_\_’ in lieu of the required \_\_\_\_\_’.  
\_\_\_\_\_’ front/side/rear (circle one) setback variance to reduce the setback to \_\_\_\_\_’ in lieu of the required \_\_\_\_\_’.
2. ( ) A decision of the Zoning Official which the applicant believes to be contrary to the meaning of the Zoning Ordinance.
3. ( ) An application to establish a use which must be approved by the Board of Zoning Adjustment (See Section \_\_\_\_\_).
4. ( ) A request for extension of non-conforming use (See Section \_\_\_\_\_).
5. ( ) Sign Code Variance (See Section \_\_\_\_\_).
6. ( ) Other - Explain (See Section \_\_\_\_\_).

**IV. ZONING**

Vestavia Hills Zoning for the subject property is \_\_\_\_\_.

**V. HARDSHIP**

**Describe those things which you feel justify the action requested.** List, when necessary, the specific sections of the City Code(s) which have a bearing on your request. *(Use additional space on separate page if necessary).*

**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. I, also, understand that I am asking for a variance based on the Zoning Code only and not on any or all covenants that are on the subject property.

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*Owner Signature/Date*

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*Representing Agent (if any)/date*

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

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*Notary Public*

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

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