

**CITY OF VESTAVIA HILLS
PLANNING AND ZONING COMMISSION
PREPARATION CHECKLIST
REQUEST FOR CONDITIONAL USE APPROVAL**

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). **Please note: It is strongly recommended that any intended development plans be discussed with the City Zoning Staff prior to submittal of any requests for rezoning.**

The Planning and Zoning Commission meets the 2nd 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 Map Approval Requests – 20 days prior to the meeting
- Final Map 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)
*	One (1) vicinity sketch
*	Development plan and/or site plan for intended use of property if subsequent development is intended
*	Proposed Tree Save plan, if applicable
*	Proposed landscaping plan, if applicable
*	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 within 500' of the boundaries of subject property; notifications to be sent certified, return receipt requested and regular first class postage paid
-	Process (copy) and mail notices to owner
-	Process invoice for reimbursement of postage and mail to owner/applicant along with notice of hearing
-	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 Recommended for Approval; Prepare for Council
+	Request is Not Recommended for Approval; Appeal to Council?
^	Schedule request for presentation to the City Council
^	Prepare Ordinance for proposed conditional use to be presented to City Council complete with any applicable restrictions

^	Prepare Public Posting/Advertisement pursuant to Alabama law
^	Send Public Notification for Council meeting; notification to be sent both certified mail, return receipt requested and regular first class postage paid
^	Process invoice for reimbursement of postage and mail to owner/applicant along with notice of hearing
^	Schedule request for First Reading for City Council
^	Schedule request for Public Hearing for City Council
^	Place on Council Agenda for First Read; no action taken
^	Place on Council Agenda for Public hearing
^	Council Approved Request and Adopted Ordinance
^	Council Denied Request

CITY OF VESTAVIA HILLS

APPLICATION

PLANNING AND ZONING COMMISSION

I. INSTRUCTIONS AND INFORMATION:

- (1) The Vestavia Hills Planning and Zoning Commission meets regularly on the second Thursday of each month at 6:00 PM in Council Chambers at the Municipal Center.
- (2) All materials and information relating to a zoning/rezoning request or conditional use approval before the Planning and Zoning Commission must be submitted to the Office of the City Clerk no later than **25 working days prior to the scheduled meeting at which it shall be considered**. All information relating to Preliminary Map approvals must be submitted to the Office of the City Clerk no later than 20 days prior to the scheduled meeting at which it shall be considered. All information relating to Final Map approvals must be submitted to the Office of the City Clerk no later than 15 days prior to the scheduled meeting at which it is to be considered.
- (3) This application must be filled out in its entirety complete with zip codes.
- (4) All applicable fees shall accompany this application prior to its being considered complete. Fees include an application fee of \$100.00 along with applicable postage per property owner to be notified for Commission meeting. Fees may also include notification fees for City Council meeting and publication fees which will be billed to applicant at a later date. ***No permits will be issued until all fees have been paid.*
- (5) Appropriate plats and maps with proper legal description shall accompany this application. **Please refer to attached checklist.**

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: _____

III. ACTION REQUESTED

Request that the above described property be approved conditional use approval pursuant to Section _____ of the Vestavia Hills Zoning Code.

Current Zoning of Property: _____

Requested Conditional use For the intended purpose of: _____

(Example: From "VH R-1" to "VH O-1" for office building)

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

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

Property size: _____ feet X _____ feet. Acres: _____

V. INFORMATION ATTACHED:

_____ Attached Checklist complete with all required information.

_____ Application fees submitted.

VI. 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_____.
