

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
*	Typed explanation/rationale for request
*	Development plan and/or site plan for intended use of property if subsequent development is intended (three full size copies)
*	Proposed Tree Save plan, if applicable (three full size copies)
*	Proposed landscaping plan, if applicable (three full size copies)
*	One (1) electronic copy (.pdf format) burned on CD or thumb drive 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
PLANNING AND ZONING COMMISSION
Conditional Use Application

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 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.** Applications must be completed in its entirety and must contain all pertinent information in order to be considered. Acceptance by the Clerk does not constitute acceptance of complete and proper filing. All applicants are encouraged to present their request to the Zoning Staff on any Tuesday at 9 AM in the Executive Conference Room, City Hall, prior to submitting for a Conditional use.
- (3) This application must be filled out in its entirety completely, including 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. Postage Fees for notification for Planning and Zoning and for City Council meetings along with applicable publication fees will be billed to applicant at a later date. The applicant is responsible for all notification fees. ***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: _____

PHONE: _____ EMAIL: _____

NAME OF REPRESENTING ATTORNEY OR OTHER AGENT: _____

PHONE: _____ EMAIL: _____

II. BILLING/RESPONSIBLE PARTY: (FOR PAYMENT OF FEES)

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

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: _____

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

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

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

****All applications must contain a full legal description of subject property.****

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. ****Application must be signed by the owner of the property before a Notary and original submitted to the Office of the Clerk; no copies will be accepted****

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_____.
