

**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 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:

- Preliminary Plat Approval Requests – 20 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 (<i>rolled, not folded</i>)
*	One (1) vicinity sketch
*	Three (3) full size clean “lot line” prints <i>folded</i> to a size of 8 ½” X 11”
*	One (1) electronic copy (.pdf format) burned on CD or thumb drive
-	Assign Case Number
-	Label File contents and folder
-	Insert Staff Feedback form in folder
-	

	Process Notification Labels
-	Process Notification
-	work 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**

II. APPLICANT INFORMATION: (owner of property)

NAME: _____

ADDRESS: _____

MAILING ADDRESS *(if different from above)* _____

PHONE: _____ Email _____

NAME OF REPRESENTING ATTORNEY OR OTHER AGENT: _____

PHONE: _____ Email _____

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

NAME: _____

ADDRESS: _____

MAILING ADDRESS *(if different from above)* _____

PHONE: _____ Email _____

IV. ACTION REQUESTED

Preliminary Plat Approval (reason must be provided)

Explain reason for the request: _____

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

V. PROPERTY DESCRIPTION: (address, legal description, etc.)

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

VI. ZONING/REZONING:

The above described property is presently zoned: _____

VII. 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. **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_____.