



Zoning Advisory Committee

Checklist

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MAYOR

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Department of Planning, Engineering, & Permits

- ☐ **Completed application with fee**
 - Fee is **non-refundable**.
 - The individual attending the meetings will be the applicant and will be the one communicating with staff.
- ☐ **Fees**
 - Single-Family: \$750
 - Multi-Family: \$1,000
 - Commercial: \$1,250
 - Industrial: \$1,250
- ☐ **Owner's Permission**
 - Proof of ownership (deed)
 - If the applicant does not own the property, a copy of the deed is required in addition to written permission from the current owner stating they allow the applicant to rezone the property on their behalf.
- ☐ **Legal description**
 - Applicants must provide their own legal description and confirm that it is correct. If you are unsure the legal description is correct, the only way to confirm is to have the property surveyed.
 - Please provide this as a separate document to allow staff to copy and paste the legal description.
- ☐ **Site Plan**
 - Minimum size 8.5 x 11.
 - Please include the total square footage of the building.
 - Location, size, and height of all existing and/or proposed structures.
 - Setback (yard setbacks) dimensions for all existing and/or proposed structures, including main buildings, accessory structures, and dumpster location.
 - Parking and maneuvering areas. Number of parking spaces is determined by the proposed use.
 - Driveways and walkways.
 - Height and location of all signage, fences, walls, and appurtenances.
 - Any type of site beautification, including landscaping, for any new construction you must include a landscaping plan.
 - Traffic impact study or geotechnical report – to be determined by Staff



Site Plan Continued

- Description of Proposed Use – should include all uses that will occur on property (now and in the future), hours of operation, number of employees etc.
- Landscaping plan: must include: species, sizes, quantities, and specific locations for each plant.

REZONING PROCESS

Once all of the required information has been submitted, staff will schedule you to present to the respective neighborhood association. The neighborhood association must take a recorded vote on the rezoning request and they must send staff their vote for the request to move forward in the process. By law, notices of any public hearing must be sent out six days in advance. Staff must have six days to send out public notices to all adjacent property owners within a 500 ft radius. After the neighborhood vote has been received, staff can schedule the case for ZAC (Zoning Advisory Committee).

After you have presented to the neighborhood association you will present to the ZAC. The ZAC will vote whether or not to recommend your request to the Planning and Zoning Committee. The ZAC can decide to continue your case until the next meeting. At least four members must be present to hold a meeting. If four members are not available, the meeting will be cancelled due to lack of a quorum.

After ZAC you will present to the Planning and Zoning Committee (P&Z). P&Z will vote whether or not to recommend your case to City Council. P&Z can also vote to continue your case until their next meeting.

After P&Z the rezoning request goes before City Council to set a public hearing date. Once this date has been set, the item will have a public hearing likely a month after setting the public hearing date. City Council is the deciding vote for rezoning, and all previous meetings and/or Committees are advisory.

The rezoning process can take up to four months.

For more information, agendas, minutes, etc., regarding the Zoning Advisory Committee, please visit <https://birminghamal.gov/government/city-departments/pep/about-pep/regulatory-committees/zoning-advisory-committee>