

CITY OF ARAB REZONING PROCEDURES FOR THE RESIDENT

FOR YOUR INFORMATION

1. Overview

After filling out a Rezoning Application and providing appropriate documentation, the rezone request will go before the Planning Commission for a recommendation. Then it will proceed to the City Council, who renders a final decision.

2. Application & Notary Certificate

- The Property Owner(s) must submit a Rezoning Application (only property owner can apply for zoning changes) by the current month's Planning Commission meeting, in order to be put on the agenda for the following month.
- Provide a Notarized Signature(s) Certificate, available from the Planning Department.

3. Deed

- The Property Owner(s) must provide a copy of the property deed(s) on the parcels they desire to be rezoned.

4. Statement & Pictures

- The Property Owner(s) must provide a written statement indicating the reason for the request. Provide any pictures necessary to help the Board/Council make a decision. All documents submitted are responsibility of applicant & will not be returned.

5. Fee

- Rezoning Fee: The fee amount is based on the number of words in the legal description. This must be paid before the application can be filed. (Under no condition shall fees be refunded for failure of such proposed amendment to be enacted into law.)

6. Planning Commission & City Council Meetings

- The applicant will receive notice of the public hearings of both the Planning Commission & City Council, so they may attend.

7. After City Council Hearing

- If the City Council approves the change in rezone, the applicant will be notified by mail, as well as all pertinent city & state representatives.
- If the City Council denies the change in rezone, the applicant may not reapply for one (1) year.

Rezoning Applicant Information

The purpose of this document is to ensure that a particular lot or parcel of land is zoned properly for a specific use or development, as well as to inform the applicant of **Rezoning Procedures**.

Name: _____

Phone(s): _____

Email Address: _____

Mailing Address: _____

Property Address: _____

Rezoning Application Fee: _____

Date of Planning Commission Hearing: _____

Date of City Council Hearing: _____

Currently Zoned: _____ **Desired Zone:** _____

*Must receive application and fee by the 2nd Tuesday of the month proceeding the month in which the case is to be heard.

*Provide Planning Department with a copy of property deed, a written statement indicating reason for the request, pictures and a site plan, if building on property, to ensure setbacks are met. All documents submitted are the responsibility of the applicant & will not be returned.

*Applicant will receive notice of all public hearings so they may attend & answer questions the Planning Commission or City Council may have. *Applicant will receive Board info packet to verify all info is present & accurate.

*The application shall be denied if the Planning Commission finds that the application and record fail to establish compliance with the standards of this Ordinance.

*A public hearing shall be held by the Planning Commission after adjoining property owners have been notified of said public hearing by certified mail.

*The Planning Commission shall render to the City Council its recommendation to grant the application for a conditional use permit, grant it subject to conditions, or deny it. Following a public hearing, the City Council shall either approve, or disapprove, the application and shall establish the specific conditions under which the application is approved.

*IF the application is denied, the applicant may not file a rezoning application for the same tract of land until one (1) year has elapsed.

Applicant Signature: _____

Administration Signature: _____

NOTARY CERTIFICATE

STATE OF ALABAMA

COUNTY OF MARSHALL

**I, _____, a Notary Public in and for the said
County in said State, hereby certify that**

**_____, whose name is signed to the
foregoing ANNEXATION PETITION, who are known to me, acknowledged
before me of this day that, being informed of the contents of the within
instrument, he/she executed the same voluntarily on the day the same
bears date.**

**Given under my hand and official seal of office, this _____ day
of _____, 20 _____.**

NOTARY PUBLIC

My Commission Expires: _____