

Rezone/Annexation Checklist

When the Engineering Department has received the following items, your request will be added to the agenda for the next available Planning Commission meeting.

- \$650.00 Filing Fee
- Name and address of all adjacent property owners
- Completed application
- Fifteen 11x17 copies of the survey completed by a surveyor licensed in Alabama
- Three 22x34 copies of the survey completed by a surveyor licensed in Alabama
- Public notice sign erected by proper date

***Rezoning and annexation must be filed for by the land owner(s).**

***Applicants will be billed for advertisement and certified letters after the Planning Commission meeting is held.**

***Rezoning and annexation will not be complete until acted upon by the City Council.**

REZONING APPLICATION and ACKNOWLEDGEMENT
Enterprise Planning Commission
P.O. Box 311000
Enterprise, AL 36331
Phone (334) 348-2671
Fax (334) 348-2672

(PLEASE PRINT OR TYPE ON THE APPLICATION)

APPLICANT NAME: _____

CONTACT PERSON (If other than Applicant) _____

PROPERTY OWNER (If other than Applicant) _____

ADDRESS OR LOCATION OF PROPERTY: _____
(Address must be approved by the E-911 Coordinator)

ACREAGE OF PROPERTY _____

PRESENT ZONING _____ REQUESTED ZONING _____

CONTACT INFORMATION

Mailing Address _____

Telephone No(s) () _____ () _____

Fax No. () _____ E-Mail _____

I acknowledge that I have received a copy of the Rezoning Checklist, and I understand that the applicant is responsible for having at the applicant's expense, one or more Public Notice signs on the property for which the rezoning is requested.

I acknowledge that, unless otherwise determined by the Building official, at least one Public Notice sign must be placed along each street which the property fronts.

I acknowledge that the Public Notice sign(s) must be posted on the property at least fourteen (14) days prior to the scheduled Planning Commission meeting and that the content and format of the sign(s) must conform to the Planning Commission's requirements.

I acknowledge that it is the policy of the Planning Commission not to consider a rezoning request unless all of the requirements of the Rezoning Checklist have been met.

PRINTED NAME: _____

OWNER SIGNATURE: _____

REPRESENTATIVE: _____

DEADLINE FOR PUBLIC NOTICE SIGN: _____ (Consult Planning Department)

Receipt Number

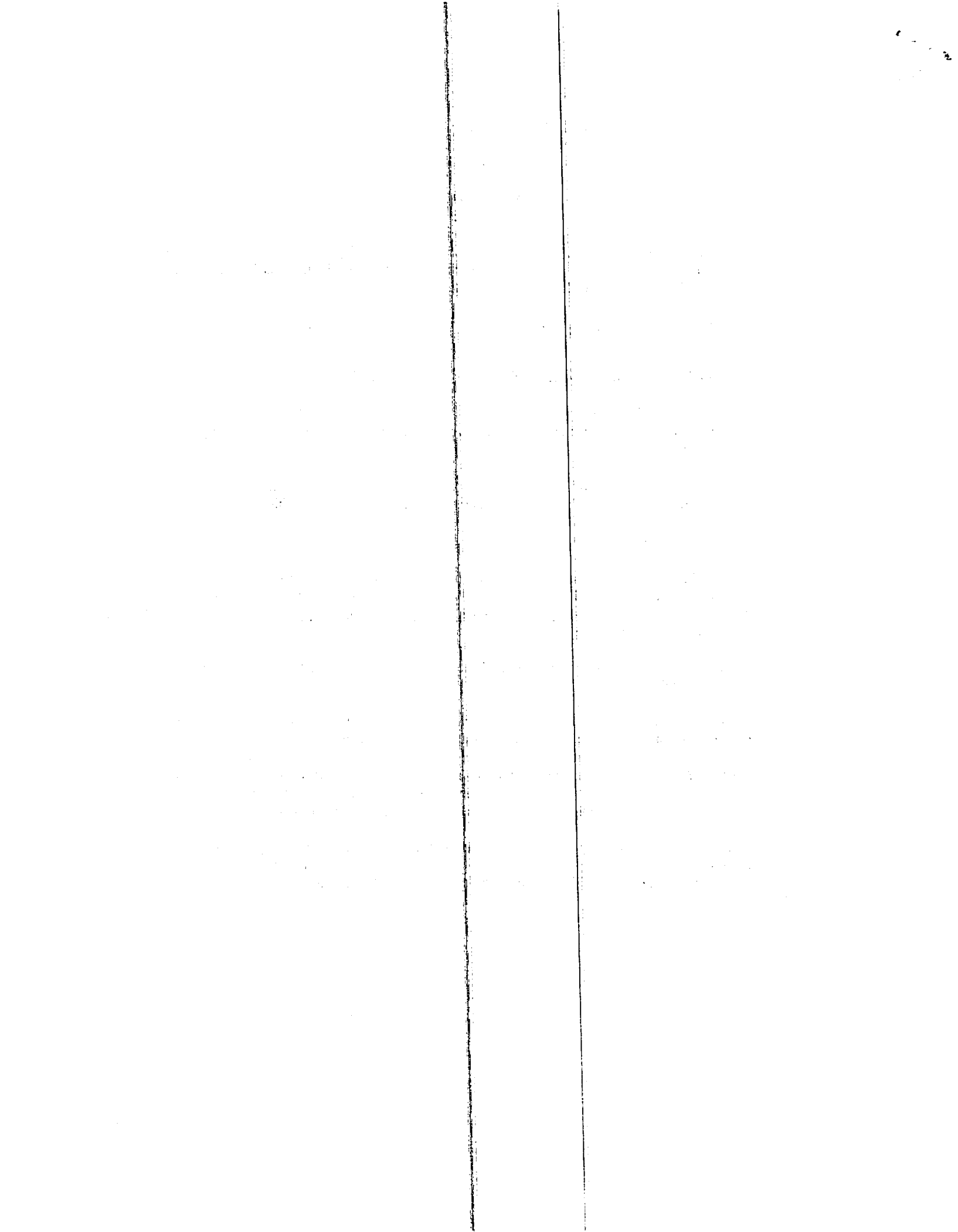
Date of Receipt

REZONING APPLICATION CHECK LIST

Enterprise Planning Commission
P.O. Box 311000
Enterprise, AL 36331
Phone (334) 348-2671
Fax (334) 348-2672

In accordance with Article XII, Section 1 of the Enterprise Alabama, Zoning Ordinance, the following shall be submitted 21 business days prior to the Public Hearing Date, which will be the fourth Tuesday of each month at 4:30pm in the City Council Chambers of City Hall.

1. A complete Rezoning Application, which shall include the location and acreage of land to be rezoned.
2. \$650.00 filing fee (Checks made payable to the City of Enterprise).
3. Two (2) copies of a Rezoning Map on 22" x 34" paper and fifteen (15) 11 x 17 copies completed, signed and sealed by an Alabama licensed surveyor of the proposed rezoning containing the following information:
 - A minimum scale of 1 inch = 100 ft. showing the distance, bearing, legal description, all surrounding zoning, property as presently zoned and proposed zoning.
 - A written legal description.
 - Vicinity map on smaller scale.
4. A PUBLIC NOTICE sign must be erected at the applicant's expense no less than 15 days prior to the Public Hearing Date. The applicant will be responsible for making sure the sign is erected. **The PUBLIC NOTICE sign must be placed on all street frontages for proper notification of the adjacent property owners.**
5. A list of all adjacent property owners and their mailing address as determined by the latest tax assessment roll.
6. Upon recommendation of the rezoning to the City Council by the Planning Commission, the proposed rezoning ordinance notice will be published in the newspaper for two consecutive weeks with the last publication date no sooner than two weeks prior to the City Council Public Hearing of the proposed rezoning ordinance. The applicant upon notification will pay the cost of publication, as determined by the City Clerk based on the size of the proposed rezoning ordinance by words and maps. Publication will be held until the cost of publication is paid.
7. Upon passage by the City Council, the approved ordinance will be legally advertised in the newspaper. The cost of the advertising will be responsibility of the applicant as determined by the City Clerk. Publication will be held until the cost of publication is paid.



SIGN SPECIFICATIONS
Enterprise Planning Commission
P.O. Box 311000
Enterprise, AL 36331
Phone (334) 348-2671
Fax (334)348-2672

BOARD

The sign shall be painted in black letters on a white background on a 4' x 8' sheet of plywood at least ½" thick with sufficient bracing to make the sign stable. The sign shall be of sufficient quality that it may be easily read from the street and shall be placed along each street frontage of the lot.

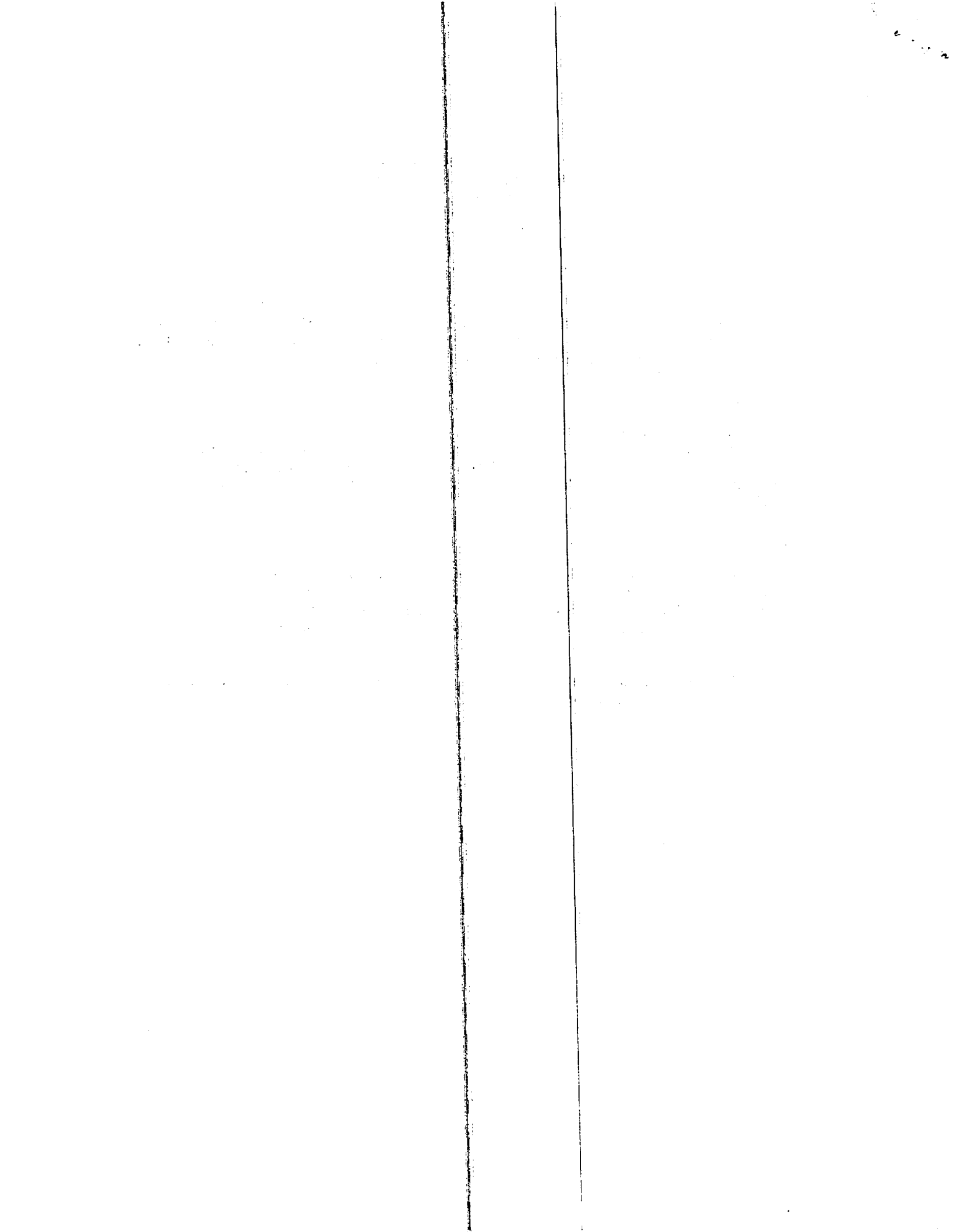
LETTERS

A three-inch space shall be between each line. The words PUBLIC NOTICE shall be in six-inch high letters with each remaining line in three-inch letters. Letters shall be one and one-half inch in width with the letter "I" at least one once in width with appropriate spacing between words. There is a maximum of 48 letters per line. This takes 72 inches leaving 24 inches for the margin and appropriate spacing.

RULES

The sign shall be erected on the lot no less than fifteen (15) days prior to the Planning Commission meeting day at which the request is to be considered. The sign shall remain erected until the day after the meeting in which the applicant will be responsible for the removal of the sign from the site. Any tabled items from the agenda until the next month will need to have the sign changed to note the new date.

Any failure to adhere to the above specifications will result in the failure of the applicant's request to be considered by the Planning Commission.



EXAMPLE OF REZONING PUBLIC NOTICE SIGN

Enterprise Planning Commission

P.O. Box 311000

Enterprise, AL 36331

Phone (334) 348-2671

Fax (334) 348-2672

PUBLIC NOTICE

**NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE CITY OF
ENTERPRISE WILL ON TUESDAY, _____ AT 4:30PM, CONSIDER THE
REZONING OF THIS SITE FROM _____ TO _____**

PLANNING & ZONING OFFICE

(334) 348-2671

(Sign must be 4'x 8' as required)