



PRE-ZONING APPLICATION

(Applications are due no later than the last business day of the month preceding the regularly scheduled Planning Commission meeting at which the petition will be heard.)

Subject Property Information

Street Address: _____
Parcel Number(s): _____
Present Use: _____

Applicant Information

Applicant Name: _____ Phone: _____
Address: _____
Email: _____

Owner Information

Owner Name: _____ Phone: _____
Address: _____
 Check here if pre-zoning application involves multiple owners and owner sheet(s) are attached along with all necessary Agent Authorization Forms.

Pre-zoning Request Information

Proposed Pre-Zoning (*zoning of the property after annexation*): _____
Purpose of Request and Intended Use of Property (*use additional pages if necessary*): _____

Has an Annexation Application & Petition been submitted as part of this request? YES NO

Application Submittal Checklist

- Completed and Signed Application
- Copy of Recorded Deed and/or a Copy of the sales contract contingent on obtaining pre-zoning for all properties to be rezoned
- Agent Authorization Form(s) - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.
- Survey of the Property to be rezoned showing the names and addresses of all adjoining property owners as obtained from the Pike County Tax Assessor's Office (hardcopy and digital copy)
- Legal description of the property to be rezoned (hard copy and digital copy in word or text format)
- Filing Fee (\$50) plus any additional advertising to be cost incurred by the City. No such petition or application shall be deemed filed for consideration until such fee has been paid. At the time of application, the City will submit a request for quote for the adverting fees to the local paper in order to compute the total cost due at the time of application. This process may take a couple of days.
- Required development plan and supporting information for TDD District, as required per said district regulations, if applying for TDD designation.

Acknowledgement & Signature of Applicant

I certify that the information provided in this application and all required documentation to this application, to the best of my knowledge, is true and correct. I hereby understand and acknowledge that I will be responsible for paying all fees applicable to this pre-zoning request as stated in the Procedures for Pre-zoning Property that I received, and I understand that the payment of such applicable fees does not entitle me to approval of this application and that no refunds will be made. I further understand and acknowledge that I will be responsible for presenting this request before a public hearing of the Troy Planning Commission and possibly the Troy City Council.

Applicant Signature: _____ Date _____



Agent Authorization Form

Date: _____

To: **City of Troy**
Planning and Zoning Department
301 Charles W. Meeks Avenue
PO Box 549
Troy, Alabama 36081

Re: Agent Authorization for the following site location: _____

To whom it may concern:

You are hereby advised that the undersigned is the owner of the property described above. Said owner hereby authorizes and empowers (*authorized representative*) _____
to act as agent to file application(s) for (*describe action requested*) _____

_____ for the above referenced property and in connection with such authorization to file such applications, papers, documents, requests and other matters necessary for such requested change.

Property Owner Signature

Date

STATE OF _____
COUNTY OF _____

I, the undersigned authority, a Notary Public, in and for said County, in said State, hereby certify that the foregoing affirmation was sworn and subscribed before me by _____, who is personally known to me or has produced a valid driver's license as identification, acknowledged before me on this day that being informed of the contents of the instrument, they executed the same voluntarily on the day the same bears date.

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

Notary Public Signature

Date Commission Expires

(Seal)



Procedure for Pre-zoning Property

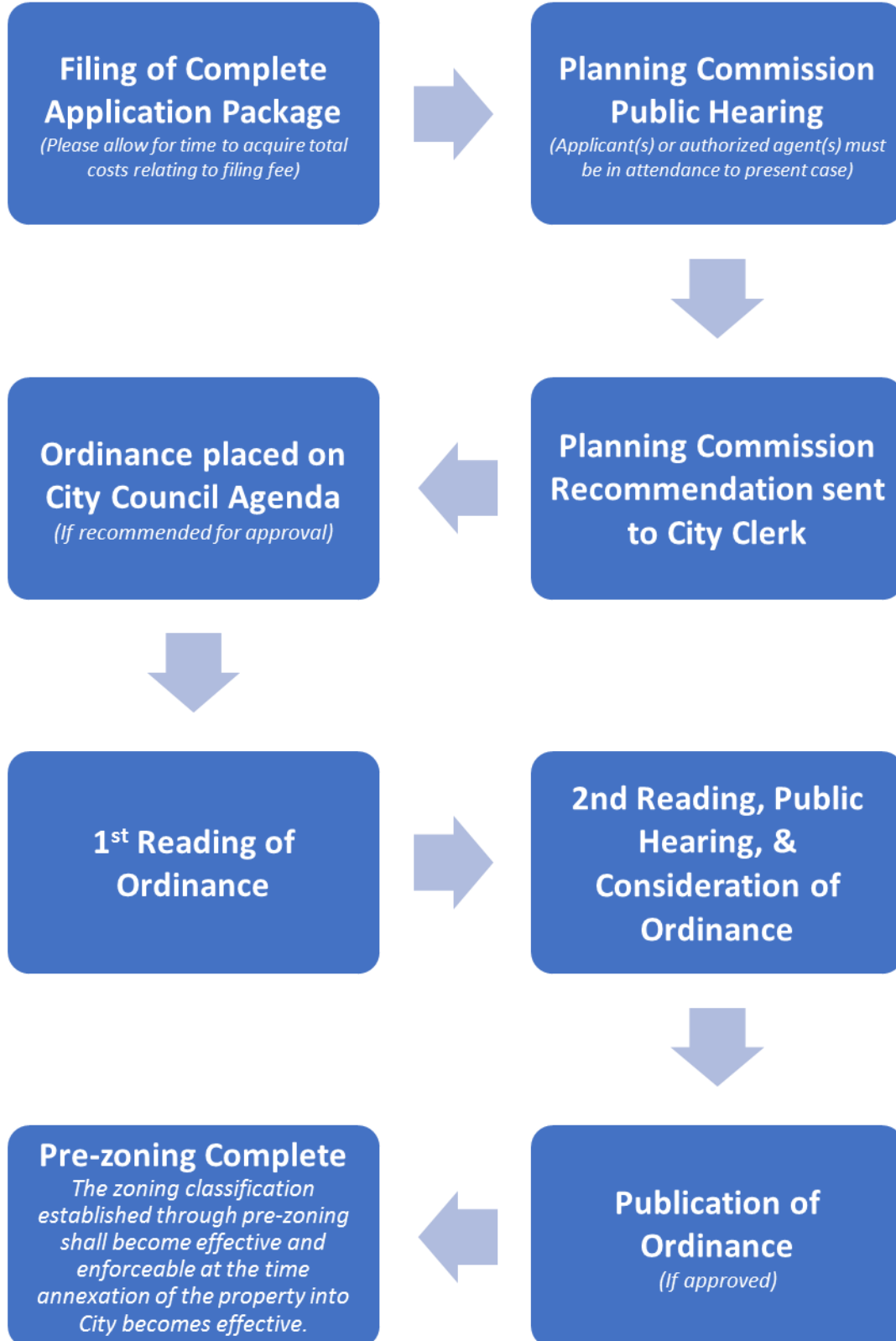
1. Obtain an application for pre-zoning from the City of Troy Planning & Zoning Department. Only the property owner or a duly authorized representative thereof will be permitted to make an application to pre-zone property.
2. Each application is considered a “package” which must include all required elements when submitted. Return the completed application “package” to the Planning & Zoning Department no later than the last day of the month preceding the regularly scheduled Planning Commission meeting at which the petition will be heard. **Incomplete applications will not be processed and will not be scheduled for a public hearing.** The Planning Commission normally meets on the fourth (4th) Thursday of each month. Meeting dates are subject to change. Specific Planning Commission meeting dates can be obtained from the Planning & Zoning Department. The applicant must remit all fees associated with the application for pre-zoning as part of the application packet.
Required Documentation includes, but is not limited to the following:
 - Completed and Signed Application
 - Copy of Recorded Deed and/or a Copy of the sales contract contingent on obtaining pre-zoning for all properties to be pre-zoned
 - Agent Authorization Form(s) - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.
 - Survey of the Property to be pre-zoned showing the names and addresses of all adjoining property owners as obtained from the Pike County Tax Assessor's Office (hardcopy and digital copy)
 - Legal description of the property to be pre-zoned (hard copy and digital copy in word or text format)
 - Required development plan and supporting information for TDD District applications, as required per said district regulations, if applicable.
 - Filing Fee (\$50) plus any additional advertising to be cost incurred by the City. **No such petition or application shall be deemed filed for consideration until such total fee has been paid.** At the time of application, the City will submit a request for quote for the advertising fees to the local paper in order to compute the total cost due at the time of application. This process may take a couple of days. **The total cost to the applicant includes the \$50.00 application fee, the fee for advertising the two legal notices prior to City Council consideration, and the final publication advertising fee of the ordinance which pre-zones the property.**
3. Upon the receipt of the complete application “package” the applicant will be informed of the date and time of the Board meeting at which the request shall be presented.
4. Notice published in a newspaper of general circulation at least seven (7) days prior to the public hearing date. Such notice shall state the time and place of the hearing and the particular nature of the matter to be considered at the hearing. Signs will be posted by the Planning Department on the property for which a pre-zoning application has been submitted no less than 7 days prior to the Planning Commission meeting at which the petition will be heard. A notice will be mailed thereof to the owners of every lot adjoining the lot or property in question.
5. The applicant **MUST** appear before the Planning Commission to present the case and answer questions from the Commission and other interested parties. The request **WILL NOT BE CONSIDERED** if the applicant is not present at the meeting.
6. When the case is heard by the Planning Commission, they will do one of the following: 1) Deny the pre-zoning request; 2) Recommend approval of the pre-zoning request to the City Council; or 3) Table the request pending the submittal of additional information. A majority plus one vote of the Planning Commission is required to recommend approval of a pre-zoning request.
7. If the request is denied by the Planning Commission, the applicant may request that the City Council review the application.
8. Upon approval of the recommendation by the Planning Commission, said recommendation is submitted to the City Clerk's office for preparation of the Ordinance.
9. The appropriate legal notices will be prepared. Legal notices are required for all pre-zoning petitions and the lead times for the notices dictate approximately a minimum of a 4 week timeframe between Planning Commission and City Council hearings (two (2) weeks before the first reading plus two (2) additional weeks before the public hearing and consideration of the Ordinance by the City Council).
10. Following appropriate public notice, the City Council will follow its rules of procedure regarding the consideration of Ordinances. The applicant may have to appear before the Council to present the request and answer questions from the Council. The City Council will review the ordinance and consider the Planning Commission's recommendation. If the Ordinance is approved by the City Council, a copy of the ordinance will be published in the local newspaper.
11. The zoning classification established through the pre-zoning procedure shall become effective and enforceable at the time annexation of the property into City becomes effective.

NOTES: The entire pre-zoning process takes a MINIMUM of 10 weeks. Plan on 10-14 weeks if there are no complications or delays.



Application Process Flow Chart

(This is just a representation of the process, if pre-zoning is approved. This is not an exact procedure and is subject to change.)





PRE-ZONING APPLICATION

(USE THIS PAGE IF MULTIPLE OWNERS – ONE APPLICANT)

Owner Information #1

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #2

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #3

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #4

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #5

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.



PRE-ZONING APPLICATION

(USE THIS PAGE IF MULTIPLE OWNERS – ONE APPLICANT)

Owner Information #6

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #7

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #8

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #9

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

Agent Authorization Form Attached - If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.

Owner Information #10

Street Address: _____

Parcel Number(s): _____

Owner Name: _____ Phone: _____

Address: _____

If the applicant proposing pre-zoning is not the legal owner(s) of the property proposed for amendment, a duly notarized, signed statement from the owner(s) consenting in every aspect to the proposed amendment must be submitted with the application.