



REZONING APPLICATION

(AN APPLICATION PACKET IS REQUIRED FOR EACH PROPERTY BEING REQUESTED TO BE REZONED AT TIME OF APPLICATION)

Subject Property Information

Street Address: _____
Parcel Number(s): _____
Zoning District: _____ Present Use: _____
Comprehensive Plan Land Use: _____

Applicant Information

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

Owner Information

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

Zoning Request Information

Proposed Zoning: _____
Purpose of Request and Intended Use of Property if Rezoned (use additional pages if necessary): _____

Application Submittal Checklist

- Completed and Signed Application
- Copy of Recorded Deed and/or a Copy of the sales contract contingent on obtaining rezoning for all properties to be rezoned
- Agent Authorization Form(s) - If the applicant proposing rezoning 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)
- Required development plan and supporting information for TDD District, as required per said district regulations, if applying for TDD designation.
- 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 advertng 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.

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 rezoning request as stated in the Procedures for Rezoning 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.

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 Rezoning Property

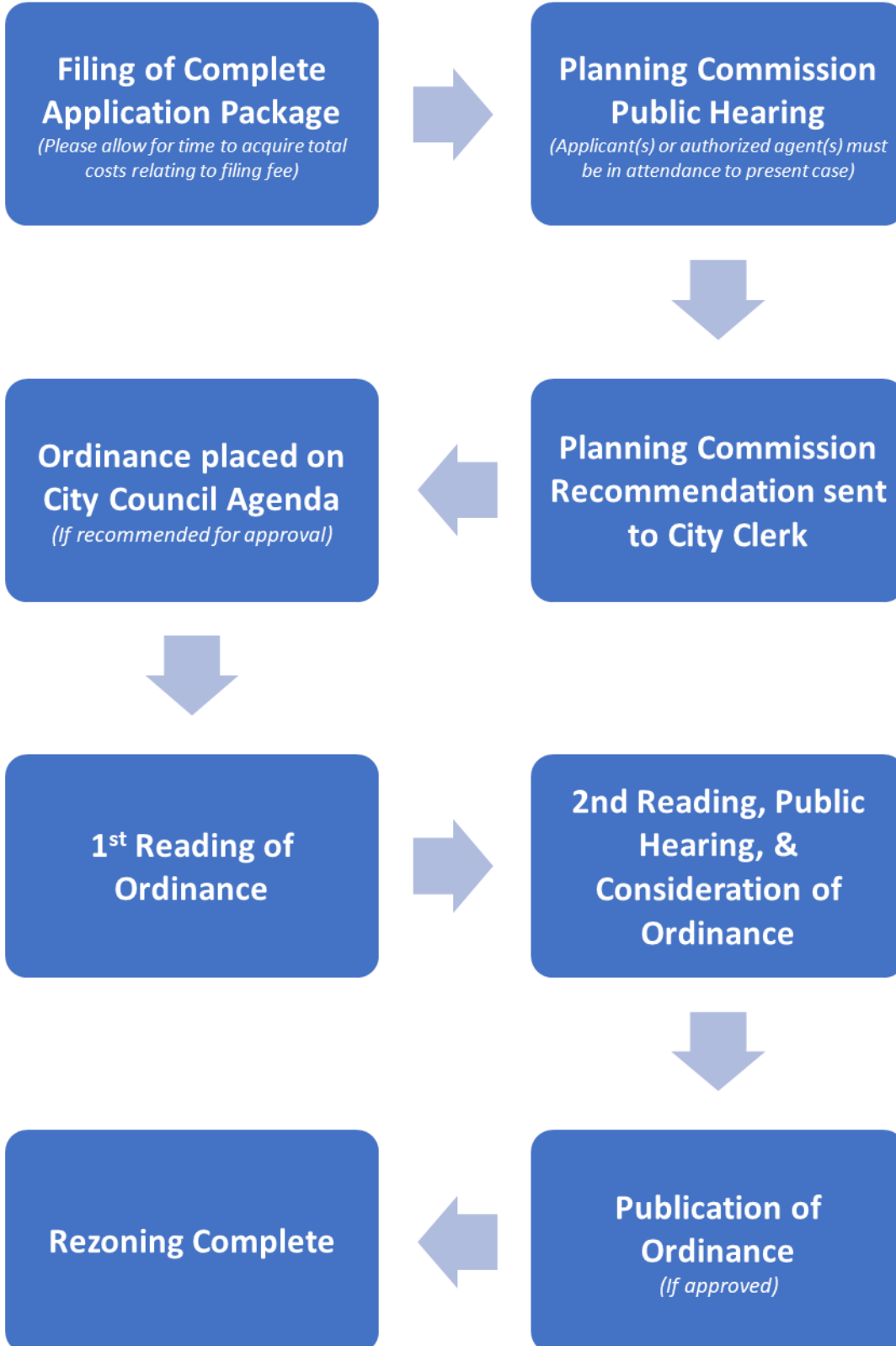
1. Request and attend a pre-application meeting with the Planning & Zoning Department regarding a potential rezoning request.
2. Obtain an application for rezoning from the City of Troy Planning & Zoning Department at 301 Charles W. Meeks Avenue (306 E. Academy Street), Troy, Alabama. Only the property owner or a duly authorized representative thereof will be permitted to make an application to rezone property.
3. 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 the filing fee with the petition for rezoning. This fee is to defray administrative costs associated with the petition.
 - 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 rezoning for all properties to be rezoned
 - Agent Authorization Form(s) - If the applicant proposing rezoning 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)
 - Required development plan and supporting information for TDD District applications, as required per said district regulations.
 - 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. **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 rezones the property.**
4. 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.
5. Notice published in a newspaper of general circulation at least ten (10) 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 rezoning petition has been submitted no less than 10 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.
6. The applicant **MUST** appear before the Planning Commission to present the case and answer questions from the Commission and other interested parties. The petition **WILL NOT BE CONSIDERED** if the applicant is not present at the meeting.
7. When the petition is heard by the Planning Commission, they will do one of the following: 1) Deny the rezoning petition; 2) Recommend approval of the rezoning petition 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 petition.
8. If the petition is denied by the Planning Commission, the applicant may request that the City Council review the petition.
9. Upon approval of the recommendation by the Planning Commission, said recommendation is submitted to the City Clerk's office for preparation of the Ordinance.
10. The appropriate legal notices will be prepared. Legal notices are required for all rezoning petitions and the lead times for the notices dictate approximately a 4 week timeframe between Planning Commission and City Council public 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).
11. Following appropriate public notice, the City Council will hold a public hearing and hear the petition and consider the Planning Commission recommendation. If the petition is approved by the City Council, a copy of the ordinance will be published in the local newspaper. The rezoning process is complete when the approved ordinance is published. The applicant will also be billed for the cost of this final publication.

NOTES: The entire rezoning process takes a MINIMUM of 10-12 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 rezoning is approved. This is not an exact procedure and is subject to change.)





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 rezoning 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 rezoning 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 rezoning 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 rezoning 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 rezoning 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.



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 rezoning 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 rezoning 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 rezoning 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 rezoning 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 rezoning 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.