



# The City of TROY

## Planning & Zoning Department

P.O. Box 549 · 301 Charles W. Meeks Avenue · Troy, Alabama 36081

Phone: 334.670.6058 · Fax: 334.670.6078

### REZONING APPLICATION

Complete Applications including all items in the Application Submittal Checklist are due no later than 5PM CST on the last business day of the month preceding the regularly scheduled Planning Commission meeting at which the request will be heard. The Planning Commission typically meets in the City Hall Council Chambers at 4PM on the fourth (4th) Thursday of each month.

#### 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 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.

#### Acknowledgement & Signature of Applicant

I certify that the information provided in this application and all required documentation included with 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 above, 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)



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### 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 5PM on the last day of the month preceding the regularly scheduled Planning Commission meeting at which the request 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 plus any additional advertising to be cost incurred by the City with the application for rezoning at the time of application.  
Required Documentation includes, but is not limited to the following:
  - ☐ Completed and Signed Application
  - ☐ Copy of Recorded Deed(s) 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 application shall be deemed complete 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. Therefore, it is best to email [planning@troyal.gov](mailto:planning@troyal.gov) the legal description in word or text with the requested zoning district a minimum of a week before the due date, so the total cost including the advertising cost can be provided. 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" and once notice is prepared, the applicant will be informed of the date and time of the Planning Commission meeting at which the request shall be presented.
5. Public notice of the hearing is published in a newspaper of general circulation at least seven (7) days prior to the public hearing date. Signs are also posted by the Planning Department on the property for which a rezoning hearing has been scheduled. Public notice is also mailed to the owners of the lots adjoining the lot or property requested for rezoning. Additional notice and forms of notice may also be provided.
6. The applicant must appear before the Planning Commission to present the case and answer questions from the Commission.
7. Please note that the Planning Commission is a recommendation stage of the rezoning process.
8. Upon the decision of the Planning Commission, said recommendation is submitted to the City Clerk's office.
9. Legal notices are required for all rezoning requests 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).
10. Following appropriate public notice, the City Council will hold a public hearing and hear the request and consider the Planning Commission recommendation. If the Ordinance is approved by the City Council, the Ordinance shall become effective upon its approval and publication as provided by law.

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.)*





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### 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.



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### 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.