

Rezoning Checklist

1. A copy of the recorded deed of ownership. If ownership is held by more than one individual, the names and addresses of all owners must be provided.
2. A legal description of the property. If such legal description to be rezoned is not contained within the deed, a signed and sealed survey, prepared by a registered Alabama land surveyor, will be required.
3. Provide a Conceptual Site Development Plan (see Conceptual Guidelines).
4. Owner's Signature: If owner will be represented in this request by someone else, the representative signature will be accepted - provided that a signed (by owner) and notarized (with raised seal) *Designation of Authorized Agent/Attorney in Fact* form is submitted.

Conceptual Site Development Plan

- a. A north arrow;
- b. A scale; or, on site plans not drawn to scale, dimensioning commensurate with the scope and scale of the proposed development/use, as determined by the Inspection Services Supervisor.
- c. All buildings, structures, and improvements (both existing and proposed), their dimensions, grouping, and orientation, and how they are to be used;
- d. The minimum yard setback requirements of the requested zoning district;
- e. Parking areas and access points, subject to approval by the Planning Zoning Commission;
- f. Any lot and yard areas, and how they are to be used;
- g. Landscaping and buffers as may be applicable and/or where required by the Regulations; and
- h. Proposed time frame for start-up and completion, and any phasing that may be anticipated with the proposed development.



CITY OF LEEDS How to Rezone Property



Inspection Services

1040 Park Drive
Leeds, AL 35094
(205) 699-2585

www.leedsalabama.gov

Hours: 7AM - 4PM, Monday through Friday

Question: What is zoning and how does it affect what I do with my property?

Answer: All property in the City of Leeds is in a zoning district that establishes what uses will be allowed on the property and how far back from the property lines and the road any structures must be. There can also be special conditions in the form of covenants placed on the property to be zoned. For example, special buffers may be required, there may be special restrictions on development in the floodplain, or driveways may have to be in a specific location. Before you begin planning for any building or development on your property, you should check with the City's Inspection Services to find out what the zoning is on your property and whether there are any special conditions that will affect the use of your property.

If your property is not zoned correctly for what you want to do with it, you will need to speak to the Inspection Services staff to see what your options are and what the possibilities are of having your property rezoned. They will advise you if such a request would be considered to be consistent with the Jefferson County Comprehensive Plan and how you will need to proceed.

To rezone your property, you will need all of the materials on the Rezoning Checklist, including a conceptual plan of any changes that you will be making to the property. You should obtain a copy of the zoning district description as well as copies of landscape and parking requirements to be sure that you have enough property. You, or your agent, will need to make application for rezoning in person at the Inspection Services office.

There are at least two (2) public hearings that are part of the rezoning process, and there could be more if the case is held over for any additional information, or for the filing of covenants. In general, this process takes about three (3) months from the time of application until you receive the final zoning. The steps are:

1. Make application for rezoning with Inspection Services (**fee**). The applicant will send out notifications to all property owners within 500 feet of the subject property that is seeking to rezone.

2. You will have a hearing before the **Planning and Zoning Commission** on your rezoning case. The Commission meets on the second Thursday of each month at 6:00 PM in the meeting room at the Leeds Civic Center (1000 Park Drive). You will be given 15 minutes to comment or ask questions. The Planning and Zoning Commission is an advisory body and will make recommendations to the City Council to approve, deny, or modify your request.

3. You will then have a hearing before the City Council. This meeting is generally the month following your initial hearing, and you will be informed of the time and date by mail. You, or your agent, will present your case and answer any questions the City Council may have. **The City Council makes the final decisions on zoning requests.** If the City Council wishes to approve your request, they may take the case under advisement until certain conditions are met or until the property owner has recorded covenants on the property that they will provide.

4. If the case is taken under advisement, you will need to satisfy any conditions and/or file the covenants on the property in Probate Court. You will receive a decision letter and two (2) copies of any conditions or covenants from Inspection Services. **Bring the recorded covenants and any required evidence that you have satisfied any conditions to the Inspection Services office.**

5. Inspection Services will place your case on the City Council Agenda for final approval. It is not necessary for you to attend this final meeting, however you are welcome to attend if you wish. You will receive a letter confirming the City Council action. After approval, you may begin getting the permits required for developing your property (or submit plans for approval for larger developments).

Rezoning Application Fees

\$260.00

Notification

Petitioners are required to send (by certified mail) notice to adjoining property owners no less than 15 days prior to the meeting date. Proof of certified mailing must be submitted to the city no later than 10 days prior to the meeting