City of Enterprise
Department of Engineering Services & Public Works
501 S Main Street
Enterprise, Alabama 36330
Phone (334) 348-2671
engineering@enterpriseal.gov

REZONING / ANNEXATION PACKET

Contents:

Rezoning Application and Acknowledgement
Rezoning Application Checklist
Sign Specifications
Planning Commission Meeting Calendar

Submission Checklist:

_____$650 Filing Fee

_____Name and address of all adjacent property owners (digital copy)

_____Completed application (digital copy)

_____Digital copy of the survey completed by a surveyor licensed in Alabama

_____Digital copy of the legal description in a word processing application such as MS Word

_____Two (2) 22 x 34 hard copies of the survey completed by a surveyor licensed in Alabama

_____Public Notice sign erected by deadline date

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REZONING APPLICATION and ACKNOWLEDGEMENT

Enterprise Planning Commission, P.O. Box 311000, Enterprise, AL 36331

PLEASE PRINT OR TYPE THE APPLICATION. REZONING AND ANNEXATION MUST BE FILED FOR BY THE LAND OWNER(S).

APPLICANT NAME: _____ CONTACT PERSON: _____

PROPERTY OWNER: _____ ACREAGE OF PROPERTY: _____
(If other than Applicant)

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

PRESENT ZONING: _____ REQUESTED ZONING: _____

CONTACT INFORMATION:

MAILING ADDRESS: _____
(if different from above) Street City/State/ZIP

Telephone No(s): _____ _____

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 fifteen (15) 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: _____ SIGNATURE: _____

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

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REZONING APPLICATION CHECK LIST

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In accordance with Article 13, Section 13.04 of the City of Enterprise Zoning Ordinance, the following shall be submitted at least 25 days prior to the Public Hearing Date, which will be the second Tuesday of each month at 4:30pm at the place designated by the City of Enterprise.

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. Three (3) copies of a Rezoning Map on 22" x 34" paper and three (3) 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, zoning and owners of surrounding property, property as presently zoned and proposed zoning.
    - A written legal description.
    - Vicinity map on smaller scale.

4. A digital copy of the legal description in word processing format, such as Microsoft Word.

5. A PUBLIC NOTICE sign must be erected at the applicant's expense no less than fifteen (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.**

6. A list of all adjacent property owners and their mailing address as determined by the latest tax assessment roll.

7. 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.

8. 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.

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SIGN SPECIFICATIONS

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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

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

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