



City of Enterprise

Department of Engineering Services & Public Works

501 S Main Street

Enterprise, Alabama 36330

Phone (334) 348-2671

Fax (334) 348-2672

REZONING / ANNEXATION PACKET

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Planning Commission Meeting Calendar
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Submission Checklist:

- ___ \$650 Filing Fee
- ___ Name and address of all adjacent property owners
- ___ Completed application
- ___ Fifteen (15) 11 x 17 copies of the survey completed by a surveyor licensed in Alabama
- ___ Three (3) 22 x 34 copies of the survey completed by a surveyor licensed in Alabama
- ___ Public Notice sign erected by deadline date



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2022 Planning Commission Calendar

<u>Submittal Deadline</u>	<u>Public Notice Sign for Rezones</u>	<u>Meeting Date</u>
January 4	January 10	January 25
February 1	February 7	February 22
March 2	March 8	March 22
April 6	April 12	April 26
May 4	May 10	May 24
June 7	June 13	June 28
July 6	July 12	July 26
August 3	August 9	August 23
September 7	September 13	September 27
October 4	October 12	October 25
November 4	November 10	November 22
December 2	December 9	December 27

Applications are due by 4:30 pm on the deadline dates noted. All meetings are held the fourth Tuesday of every month at 4:30 pm in the City Council Chambers at City Hall unless conflicted by holiday. No meeting will be held if no requests are obtained.



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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)

Receipt Number

Date of Receipt



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REZONING APPLICATION CHECK LIST

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

In accordance with Article XII, Section 1 of the Enterprise Alabama, Zoning Ordinance, the following shall be submitted 21 days prior to the Public Hearing Date, which will be the fourth Tuesday of each month at 4:30pm in the City Council Chambers of City Hall.

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 fifteen (15) 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 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.**
5. A list of all adjacent property owners and their mailing address as determined by the latest tax assessment roll.
6. 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.
7. 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

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

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