



# REZONING APPLICATION and ACKNOWLEDGEMENT

Department of Planning & Development

P.O. Box 2128

Dothan, Alabama 36302-2128

334-615-4410 – Office; 334-615-4419 – Facsimile

OWNER NAME \_\_\_\_\_

CONTACT PERSON/APPLICANT (Authorized Agent) \_\_\_\_\_

PROPERTY OWNER & ADDRESS (If other than Applicant) \_\_\_\_\_

### AUTHORIZED AGENT INFORMATION:

Mailing \_\_\_\_\_ Telephone No(s): \_\_\_\_\_  
 Address: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

ADDRESS AND/OR LOCATION OF PROPERTY (PARCEL ID): \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ REQUESTED ZONING: \_\_\_\_\_ ACREAGE: \_\_\_\_\_

***PLEASE ATTACH A SEPARATE DOCUMENT THAT CONTAINS A WRITTEN NARRATIVE DESCRIBING THE SCOPE OF THIS PROJECT.***

I acknowledge that I have received a copy of the Rezoning Checklist, and I understand that the applicant is responsible for having posted, 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 Planning Director, at least one Public Notice sign must be placed along each street on which the property fronts.

I acknowledge that the Public Notice sign(s) must be posted on the property at least fourteen (14) 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: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

(If different from owner, a notarized authorization from the property owner must be attached. All communications will be directed to the applicant.)

DEADLINE FOR PUBLIC NOTICE SIGN: \_\_\_\_\_

<b>Office Use Only:</b>
_____
Date of Receipt
_____
Receipt Number
_____
Case Number
_____
Case Manager



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Note to the reader: The following checklist is provided for the purpose of assisting in the preparation of a rezoning application. It is not a substitute for the actual ordinance text which can be found in Article IV Amendment and Rezoning Procedure. This checklist may be amended without notice.

Link to Article IV. –Amendment and Rezoning Procedure

[https://library.municode.com/al/dothan/codes/code\\_of\\_ordinances?nodeId=PTIICOOR\\_CH114ZO\\_ARTIVAMREPR](https://library.municode.com/al/dothan/codes/code_of_ordinances?nodeId=PTIICOOR_CH114ZO_ARTIVAMREPR).

**A completed application for the rezoning of property must be submitted to the secretary of the planning commission by the second Friday of the month either by mail (PO Box 2128 Dothan, AL 36302 or delivered to 126 N. St. Andrews St., Room 305 Dothan, AL 36301). Upon determination that the application is sufficient, the petition for rezoning will be placed on the following month's public hearing agenda. The Planning Commission meets in regular session on the third Wednesday of each month, unless otherwise noted in their official meeting calendar. Meetings of the Planning Commission are held at 9:00 a.m. in the City Commission Meeting Room, Room 203, Second Floor of the Civic Center, 126 N. St. Andrews St.**

**Please read and initial the following checklist as you proceed through the process. If it is not applicable, please indicate N/A.**

1. A completed Rezoning Application, which shall include the location and acreage of land to be rezoned;
2. List of names and mailing address for all adjacent property owners on all sides and across the street according to the official tax records of Houston County. List may be obtained from the Revenue Commissioner's office at the Houston County Administrative Building, 462 North Oates Street, Fifth Floor;
3. \$100.00 filing fee, plus \$10.00 per acre not to exceed \$250.00 (checks payable to the City of Dothan). (Ex. 1.23 acres is calculated as follows: \$100.00 + \$12.30 (1.23 X \$10.00) = \$112.30);
4. CD of Rezoning map in .pdf format
5. **Map required.** The application shall be accompanied by the following:
  - (1) **Paper copies.** Eight (8) copies of a map drawn by a surveyor licensed in the State of Alabama of the property proposed to be rezoned, to a scale suitable to fit on a twenty-four inch by thirty-six inch (24" X 36") sheet. The map shall show distances, bearings, legal description, all surrounding zoning, property as is and state the proposed rezoning is from \_\_\_\_\_ district to \_\_\_\_\_ district.
  - (2) **Digital copy.** A digital copy of any maps submitted for review, in .PDF or .JPG format.
  - (3) **Vicinity map.** A map identifying the exact location of the property to be rezoned, illustrating a one-half (½) mile radius from the site, drawn on the rezoning map or submitted as an attachment.
6. **Legal description required.** The application shall be accompanied by the following:
  - (1) **Paper copies.** A written legal description of the property to be rezoned written on paper copies of proposed rezoning maps or submitted on a separate sheet and labeled as an attachment to the maps.
  - (2) **Digital copy.** A legal description of the property to be rezoned, submitted in electronic media in .doc format.
7. A PUBLIC NOTICE sign must be erected at the applicant's expense no less than 14 days prior to the Public Hearing Date. The applicant will be responsible for making sure the sign is erected and displays the correct information. **The PUBLIC NOTICE sign must be placed on all street frontages for proper notification of adjacent property owners.**
8. Upon recommendation of rezoning to the Board of City Commissioners by the Planning Commission, the proposed rezoning ordinance notice will be published in the newspaper for two consecutive weeks with the last publication date being no sooner than fifteen (15) days prior to the City Commission Public Hearing of the proposed rezoning ordinance. The applicant upon notification will pay the cost of publication, as determined by the newspaper based upon the size of the proposed rezoning ordinance by words and map, to the City through the Secretary of the Planning Commission. The process will be held until the cost of the publication is paid.
9. Upon passage by the City Commission, a synopsis of the approved ordinance will be legally advertised one final time in the newspaper. The cost of this advertising will be the responsibility of the applicant as determined by the City Clerk's office.

**SIGN SPECIFICATIONS  
DEPARTMENT OF PLANNING & DEVELOPMENT**

**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 or 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 at the front of the lot using no less than 2' x 4's for posts.

**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 high letters. Letters shall be one and one-half inch in width with the letter "I" at least one inch 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 14 days in advance of the Planning Commission meeting day at which the request is to be considered. The sign shall remain erect until the day after the meeting in which the applicant will be responsible for removing 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 would 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')**

<p><b>PUBLIC NOTICE</b></p> <p>NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE CITY OF DOTHAN WILL, ON WEDNESDAY, <u>MONTH, DAY YEAR</u>. AT 9:00 A.M., CONSIDER THE REZONING OF THIS SITE FROM _____ DISTRICT TO _____ DISTRICT.</p> <p>PLANNING &amp; DEVELOPMENT OFFICE</p> <p>(334) 615-4410</p>
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# SIGN CONTRACTORS

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The following sign companies have indicated their interest in doing **PUBLIC NOTICE** signs for Planning Commission applicants. They are private contractors and set their own prices for the signs. The City does not endorse or recommend any of these contractors.

Complete Signs Justin Holland 334-405-6067	Dothan Sign Designs Brad Glover 334-712-0110	Dick Whatley Sign Svc. Dick Whatley 334-790-3692 334-693-3551
FASTSIGNS of Dothan Shane A. Jeter 334 226 5716	Neal's Sign Service Neal McLendon 334-714-0266	Sign Erectors Brad Sanders William Browning 334-702-0656
Signs Etc. Tom Cozart 334-678-9507		