



CITY COUNCIL GENERAL INFORMATION

Types of Applications

The City Council hears a variety of public hearing requests. Please see Part II of the City Council application for examples of application types.

Applying for a hearing by the City Council

Contact or meet with the City Planner to discuss/review the proposed characteristics of the project that may or may not warrant its approval; it is recommended that this conference be at least ten (10) days prior to submittal of materials for a public hearing.

Obtain the appropriate **application** form (Parts I and II), **deadline/hearing** schedule and **fee schedule** from the City Planner or Executive Assistant;

Prepare a **written statement** describing the scope of the project, and submit it along with the application form and seventeen (17) sets of drawings that clearly depict the nature of the proposed development, subdivision or resurvey (survey, site plan, floor plans, elevations, etc.).

Public Notice

Rezoning cases heard by the City Council require a public hearing in order to provide any interested party a lawful opportunity to give testimony in support or opposition to the project.

In addition to the above-noted submission materials, for rezoning cases, the **applicant must provide the names and mailing address for all property owners of parcels within a 500-foot radius of the subject parcel**, which has been certified by either the Tax Assessor's Office of Jefferson County (located in the Jefferson County Courthouse, 716 Richard Arrington Jr. Blvd., or by a title company). **Zip codes must be included in the list.** Notice of public hearing is sent to surrounding property owners and published in a local newspaper at least ten (10) days prior to the public hearing.



CITY COUNCIL PART I

Project Data

Address of Property _____

Zoning Classification _____

Name of Property Owner(s) _____

Phone Number _____

Name of Representative Agent (if applicable)

Phone Number _____

- Property owner or representative agent must be present at hearing

Plans

- See applicable Section of the Zoning Ordinance for submittal requirements pertaining to your particular application. Applicable Code Section may be found in Part II, in list of application types. Contact City Planner with any specific questions as to required plans submittal.



CITY COUNCIL PART II

CHECK TYPE OF APPROVAL SOUGHT



Conditional use, per Sec. 19-12-1 (2):	<input checked="" type="checkbox"/>
Commercial uses grouped together having shared access and shared off-street parking	
Automobile service station	
Repair garages	
Coin-operated amusement devices	
Inn, bed and breakfast establishment, hotel or motel	
Restaurant open on weekdays between the hours of 11:00 am and 1:00 pm	
Development plan for non-conforming structures in Local Business, per Sec. 19-12-6 (1)	
Preliminary development plan for rezoning to Mixed Use, per Sec. 19-14-4 (b)	
Master development plan for rezoning to PUD, per Sec. 19-16-4 (e) and 19-16-5 (d)	
Rezoning, per Sec. 19-25-5	
Development plan for rezoning to Residence F, per Sec. 19-29-5 (c)	
Development plan for rezoning to Residence G, per Sec. 19-30-5 (d)	
Shared or off-site parking agreement, per Sec. 19-31-5 (b) (3) (b)	
Waiver of vehicle access limitations, per Sec. 19-31-5 (d) (6)	
Exception to sidewalk standards, per Sec. 19-31-5 (e) (5)	
Other (fill in)	



CITY COUNCIL PART III

Submission Checklist

- ✓ Parts I and II of the City Council Application, completed
- ✓ Written statement describing scope of project, dated and signed by property owner or representative
- ✓ Names and mailing address of property owners with a 500-foot radius of the subject property (derived from Jefferson County Tax Assessor or title company) (*for rezoning requests only*)
- ✓ Seventeen (17) copies of subdivision plat, resurvey, and any other plans to be reviewed by the Planning Commission

Fee as applicable: make checks payable to City of Mountain Brook

To schedule a pre-application conference, or for further information on submittals, contact:

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