



Planning Commission Application General Information

Types of Applications

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

Applying for a hearing by the Planning Commission

Contact or meet with the City Planner to discuss/review the proposed project 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 four (4) sets of drawings that clearly depict the nature of the proposed development, subdivision or resurvey (proposed plat, boundary survey, site plan, floor plans, elevations, etc.).

Public Notice

Cases heard by the Planning Commission 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, the **applicant must provide the names and mailing address for all property owners of parcels within a 500-foot radius of the subject parcel (for rezoning applications) or of adjoining property owners, including across street, (for resurvey/subdivision applications)**, 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 will be sent via certified mail by the City to property owners as noted above and posted in four (4) conspicuous places within the City of Mountain Brook, as follows: City Hall – 56 Church Street, Gilchrist Drug Company - 2805 Cahaba Road, The Invitation Place - 3150 Overton Road and Overton Park - 3020 Overton Road.

Time Limit

Different types of Planning Commission decisions/recommendations have different time limits. Please see applicable section of the Zoning Ordinance/Subdivision Regulations for time limits applicable to your specific request of the Commission.



Planning Commission Application PART I

Project Data

Address of Subject Property _____

Zoning Classification _____

Name of Property Owner(s) _____

Phone Number _____ Email _____

Name of Representative Agent (if applicable)

Phone Number _____ Email _____

Name of Engineer or Surveyor _____

Phone Number _____ Email _____

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, list of application types. Contact City Planner with any specific questions as to required plans submittal.



Planning Commission PART II

Check type of approval/recommendation requested



Conditional use permit in Residence-A. Sec. 129-31 (d)-(o) & 129-32	
Private Streets in the Estate Residential District. Sec. 129-73	
Fence, wall or landscaping in conjunction with reduced rear setback in Res-D. Sec. 192-94	
Parking between building frontage and r-o-w line in Local Business. Sec 129-194 (a)	
Automobile ingress in front of building in Local Business. Sec. 129-194 (c) (1)	
Buffer design for parking spaces in front of buildings in Local Business. Sec. 129-194 (c) (6)	
Drive-up or drive-through facilities. Sec. 129-194 (d)	
Development plan for rezoning to Mixed Use. Sec. 129-234	
Development plan for parcel in Recreational District. Sec. 129-252	
Recreational-2 District reduced setback of less than 200 feet. Sec. 129-259	
Master development plan for rezoning to PUD. Sec. 129-265	
Deviation from approved development plan for PUD. Sec. 129-266	
Use exemption for installation of utility structures and/or equipment. Sec. 129-292	
Exception to height limitation for fences in multi-family residential districts. Sec. 129-335	
Screening of parking areas. Sec. 129-357	
Home occupations not specifically listed in Sec. 129-392	
Rezoning. Sec. 129-432	
Master Development Plan Residential Infill District (RID). Sec. 129-497 & 129-498	
Development plan Residence-F District. Sec. 129-515 (c)	
Development plan Residence-G District. Sec. 129-535 (d)	
Building materials (equal, better or alternate). Sec. 129-556 (4) and (5)	
Master Development Plan for Vine Street Transitional (VST) District. Sec. 129-576	
Subdivision – Preliminary Plat. Sec. 3.3 of the Subdivision Regulations	
Subdivision – Final Plat. Sec. 3.6 of the Subdivision Regulations	
Resurvey (small subdivisions and “clean-up” resurveys). Sec 3.7 of the Subdivision Regulations	
Other (fill in)	

Submission Checklist

- ✓ Parts I and II of the Planning Commission Application, completed
- ✓ Written statement describing scope of project, dated and signed by property owner or representative
- ✓ Jefferson County Tax Assessor certified list of the names and mailing address of property owners with a 500-foot radius of the subject property (for rezoning) or of adjoining properties (for subdivisions and resurveys) (derived from Jefferson County Tax Assessor or title company)
- ✓ Four (4) copies of subdivision plat, boundary survey and any other plans to be reviewed by the Planning Commission

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

For further information, or to schedule a pre-application conference, contact:

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For further information, or for assistance in submittals, contact:

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