

REZONING REQUEST PROCEDURE

IMPORTANT DATES

Date rezoning application due in the Planning Department: _____

Date of Planning Commission meeting: _____

Time: 3:30 p.m.

Location: City Council Chambers
First Floor - City Hall

Date of City Council meeting: _____

APPLICATION REQUIREMENTS

An applicant for rezoning shall:

1. Complete all items and submit to the Planning Department the original "Rezoning Applications (attached).
2. Submit a copy of the deed to the property showing the name of the current owner and the correct legal description. **Submit legal description on an *editable* CD (no scanned read-only copies) digital format or email to bcarden@decatur-al.gov compatible with Microsoft Word.**
3. Pay to the City of Decatur a **\$300.00** processing fee (non-refundable).
4. Submit the above items (21) twenty-one days prior to review by the Planning Commission (next to the last Tuesday of each month).
5. Be present or have a representative present at all Planning Commission and/or City Council meetings, if said rezoning is on the agenda.

Should you have any questions concerning the rezoning application or the time schedule, please contact the Planning Department at 341-4720 or come by the office located in the City Hall Annex, 308 Cain St. N.E. Decatur, AL.