

Steps for Zoning Change



Annexation, Zoning, and Rezoning

Items Needed for Submission

- ☒ Notarized Letter of Request (must comply with ZO §4.7.1(A)(3))
- ☐ Copy of the Deed
- ☐ Supporting legal documentation regarding property ownership.
- ☐ Copies of Deeds for sold off or deeded off property
- ☒ Digital Copy of Legal Description (MS Word compatible)
- ☒ A scaled plat/map showing property (see ZO §4.7.1(A)(2))

In cases with multiple deeds or zoning that does not follow property lines, a Surveyor's or Professional Engineer's services will be required to combine legal descriptions into a unified description of all property.

- ☒ Petition to annex
- ☐ Annexation Survey

Annexation Only

NOTE: Timeline shows an ideal zoning change scenario. During the process, issues may arise which require a longer period of time for the request to be approved.

Start						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	#2				

Month 1						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
#4						
13	14	15	16	17	18	19
		#5				
20	21	22	23	24	25	26
		27	28			
		#6				

Month 2						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
#7						
13	14	15	16	17	18	19
#8						
20	21	22	23	24	25	26
27	28	29	30	31		
		#9				

Month 3						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
#10						
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Steps

- 1. Consultation.** Ask the Engineering Services Department staff if a zoning change* is feasible.
- 2. Submission.** Submit zoning change request to Engineering Services & Community Development (ES&CD) Department at City Hall. The submission deadline is the last Tuesday of the month. Also, the submission dates for Planning Commission are available on the City of Athens Website on the Planning Commission page or from our office.
- 3. Notification of City/County Departments.** For annexations, City, County, State departments will be notified of annexations. Comments will be accepted.
- 4. Subdivision Committee.** This is a staff review meeting for items that go before the Planning Commission. Engineers, land surveyors, and developers are encouraged to attend. This meeting is held at 1:00 p.m. the first Wednesday of the month at the Public Works Building.
- 5. Legal Notice.** Fourteen (14) days prior to the Planning Commission meeting, the ES&CD Department will place a legal advertisement in the Athens News Courier giving notice of public hearings on submitted requests. Also, the ES&CD Department will place a sign on the property giving notice that "This property is being considered for (RE)ZONING, for more information call 233-2224."
- 6. Planning Commission.** A Public Hearing on the request will be held during the Planning Commission Meeting. The Planning Commission meets at 5:45 p.m. on the third Tuesday of the month at the City Council Chamber located in the Athens City Hall(200 Hobbs Street West).

* Zoning change refers to the annexation and rezoning processes.

7. **City Council sets a Public Hearing.** If the request is approved by the Planning Commission, the request is taken to the City Council and they set a public hearing. **You will need to contract with a surveyor or civil engineer to send an electronic written property legal description to our office.**
8. **Legal Advertisement.** The ES&CD Department will place two (2) legal advertisements in *The Athens News Courier* advertising the proposed zoning change ordinance. The advertisement will include a legal description of the property requesting the zoning change and the time and date of the public hearing on the request.
9. **2nd Legal Advertisement.** This advertisement must appear in *The Athens News Courier* at least fifteen (15) days in advance of the Public Hearing date. This is handled by the ES&CD Department.
10. **City Council Public Hearing.** The Public Hearing on the requests will normally take place during a regularly scheduled City Council Meeting. Immediately after the public hearing, the City Council will take action by proposing an ordinance to adopt or deny the requested zoning change.
11. **Advertisement of Adopted Ordinance.** If adopted, the ES&CD Department will place an advertisement in *The Athens News Courier* giving public notice that the ordinance has been adopted. The Ordinance will take effect on the date of publication.
12. **Billing.** Regardless of whether or not the request is granted, the ES&CD Department incurs charges related to the publication of advertisements. Within ten (10) business days after all the charges are incurred, the ES&CD Department sends an invoice detailing those charges for the person who requested the zoning change, who then remits payment to the City of Athens. **The petitioners/requestors are expected to pay without regard to the request being approved or denied.**
13. **Other Items.** ES&CD staff also takes care of the following: (a) updating the city limits/zoning maps, (b) recording annexation ordinance in the Limestone County Probate Judge's Office (Code of Ala. §11-42-21), (c) notifying Limestone County Probate Judge's Office. Federal, state and local agencies are notified of property annexations, and (d) filing and keeping records of zoning changes.

**City Council and Planning Commission
Meeting Location**

City Council Chamber
City Hall
200 Hobbs Street West
Athens, AL



A fillable form is available on the City of Athens website www.AthensAL.us under the Services Menu under Applications and Forms page.

SUBMIT TO:

Engineering Services & Community Development Department
City Hall
200 Hobbs Street West
Athens, AL 35611
256-233-2224
www.athensal.us

Rezoning Request Letter

Engineering Services & Community Development Dept.
City Hall
200 Hobbs Street West
Athens, AL 35611

Date: 6/17/2021

To the Zoning Official:

I/We, Harry Wakeham, Russell Wakeham, Cynthia Burson,
(name(s) of owner(s))

would like to request my/our property at 525 West Strain Road

Parcel #: 44-10-05-21-0-001-007.000, 44-10-05-21-0-001-008.000, 44-10-05-21-0-001-009.000 that

is currently zoned in the EST district

to be rezoned to the R-1-3 district. The

reason that (I am/we are) requesting this rezoning is single family residential.

Other information about the proposed use of the property (per ZO §4.7.1(A)):

- How much traffic will the proposed use generate? 110 vehicle trips/day
- Thoroughfare classification from the Subdivision Regulations in Section 3.
 - Street: Strain Rd Classification: Collector
 - Street: _____ Classification: _____
 - Street: _____ Classification: _____
- Availability of required utilities (answer: Yes, No, or Not Applicable)
 - Electric Y Gas Y Sewer Y Water Y
 - Fire Hydrant Y Waterline for Sprinklers Y
- Adequacy of required utilities (answer: Yes, No, or Not Applicable)
 - Electric Y Gas Y Sewer Y Water Y
 - Fire Hydrant Y Waterline for Sprinklers Y


- Relationship of property to other land use patterns in the vicinity surrounding residential

In order to pay the cost of the incurred legal advertisements,
☒ I, Diltina Development Corporation, agree to
reimburse the City of Athens for 100% of the publication fees after the process,
☐ please evenly divide the charges among my co-applicants as follows: _____

or ☒ (other arrangement, please specify): Diltina Development Corporation
to pay cost of publication fees. I will pay my portion of the
legal advertisement fees regardless of the request being approved or denied. I have
enclosed a copy of my deed, which has the property's legal description.

Sincerely,

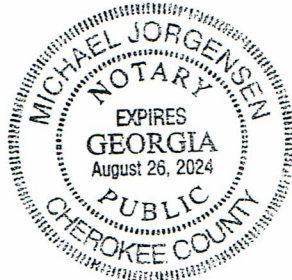
(1)
Applicant's Name (printed): Harry N. Wakeham
Address: 6004 Twinpoint Way Phone No.: 470-865-2822
Woodstock, GA 30189

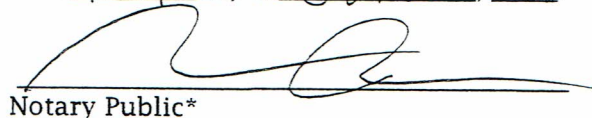

(Applicant's Signature)

06-18-2021
(Date)

Sworn to and subscribed before me on this the 18th day of June, 2021.

(Seal)




Notary Public*

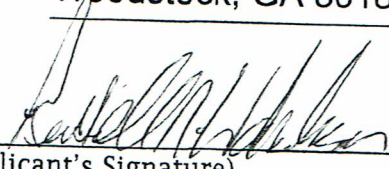
My Commission Expires on 08/26/2024

(2)

Applicant's Name (printed): Russell N. Wakeham

Address: 6004 Twinpoint Way
Woodstock, GA 30189

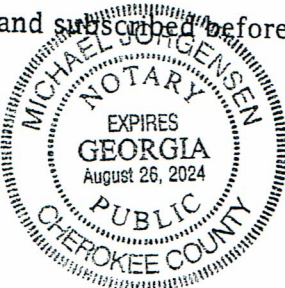
Phone No.: _____

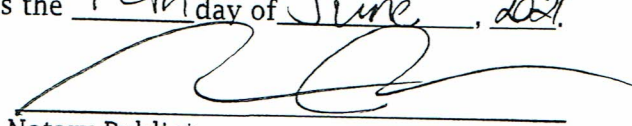

(Applicant's Signature)

6/18/2021
(Date)

Sworn to and subscribed before me on this the 18th day of June, 2021.

(Seal)




Notary Public*

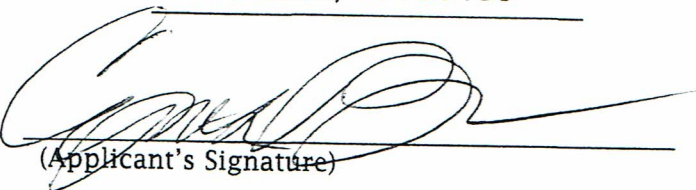
My Commission Expires on 08/26/24

(3)

Applicant's Name (printed): Cynthia W. Burson

Address: 6004 Twinpoint Way
Woodstock, GA 30189

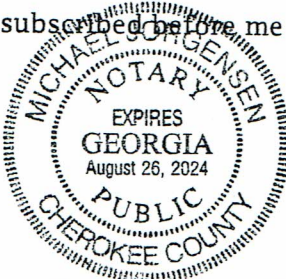
Phone No.: 678-414-9914



(Applicant's Signature)

6/18/2021
(Date)

Sworn to and subscribed before me on this the 18th day of June, 2021.

(Seal)




Notary Public*

My Commission Expires on 08/26/24

Notes regarding others named on deed not signing (if any): _____

* Public notary services are provided at the City of Athens City Hall, during office hours. Under state law, notaries may charge a nominal fee.