

**PLANNING COMMISSION PETITION
PART I- GENERAL INFORMATION**



Planning & Development Services

Date: _____

Complete all sections and attach all necessary documentation as an incomplete application may cause delays in processing.

OWNER

Name		
Company		
Mailing Address		
City	State	ZIP
Phone		
Email		

APPLICANT

Name		
Company		
Mailing Address		
City	State	ZIP
Phone		
Email		

SITE

Address	City	State	ZIP
Zoning			

The undersigned respectfully requests the Anniston Planning Commission to consider the following request for approval:

NATURE OF REQUEST

<input checked="" type="checkbox"/> CBD-1 Development Plan: Quintard Avenue between 5 th and 18 th Streets
<input checked="" type="checkbox"/> NSC-1 Development Plan: Golden Springs Road corridor
<input checked="" type="checkbox"/> PUD Development Plan: Planned Unit Development, multi-family, and mixed use
<input checked="" type="checkbox"/> RIP Development Plan: Within 300 ft. of residentially zoned property
<input checked="" type="checkbox"/> Conditional Use Approval

**PLANNING COMMISSION PETITION
PART I- GENERAL INFORMATION (CONT.)**



Planning & Development Services

ADJOURNING PROPERTY OWNER #1

Name		
Company (if applicable)		
Mailing Address		
City	State	ZIP
Phone		
Email		

ADJOURNING PROPERTY OWNER #2

Name		
Company (if applicable)		
Mailing Address		
City	State	ZIP
Phone		
Email		

ADJOURNING PROPERTY OWNER #3

Name		
Company (if applicable)		
Mailing Address		
City	State	ZIP
Phone		
Email		

PLANNING COMMISSION PETITION
PART III- GUIDELINES AND SUBMITTAL



Planning & Development Services

- JURISDICTION:** The City of Anniston Planning Commission consists of nine members who are responsible for advising the Council on developmental policies and issues as well as administering developmental regulations.
- WHO MAY APPLY:** Only the owner of the property under consideration, or a person having a written authorization from and representing the owner, may apply to appear before the Anniston Planning Commission.
- WHERE TO APPLY:** Application materials may be submitted to Planning and Development Services via:
1. Email- attach digital format documentation (preferred) **OR**
 2. In Person- hard copy at 1128 Gurnee Avenue, Anniston, Alabama
- A Planning Commission Petition MUST be filed with the Planning Secretary no later than 10 days prior to the next scheduled meeting. A \$50.00 fee is also required by the applicant.
- HEARING DATE:** The Commission meets once on the third Tuesday of each month at the City of Anniston Former Council Chambers located at 1128 Gurnee Avenue in Anniston, Alabama. The meetings begin promptly at 5:30 PM. **Meeting dates and times are subject to change.**
- APPLICANT'S RESPONSIBILITIES:** The applicant is responsible for the cost of:
1. The \$50.00 application fee.
 2. Publishing two (2) legal notices.
 3. Publishing the ordinance (prices will vary depending on the length of the ordinance).
- The applicant is also responsible for:
1. Notifying the office of Planning and Development Services of any conflict or inability to attend the scheduled meeting well in advance.
- BEFORE THE MEETING:** Signs will be posted by the city of Anniston on the property for the rezoning request no later than 10 days prior to the scheduled Commission meeting. A public notice will also be posted in *The Anniston Star* advertising the request.
- HEARING PROCESS:** The applicant or authorized agent must be present at the hearing to present the request or appeal. If not, the Commission will not consider action but can choose to hear public

comments for any future action. There will also be a time for the public to present comments, favor or objection before the Commission.

WITHDRAWAL: The applicant may withdraw their case without penalty before public notice has been filed. A request for withdrawal must be submitted in writing. Upon receipt, all proceedings will terminate.

BOARD DECISION: At the conclusion of the public hearing, the Commission will recommend an action: in favor, opposed, or no action taken. Regardless of the Commission's action, the process will proceed to the Anniston City Council.

FOLLOWING THE MEETING: Upon action by the Commission, a legal notice must be prepared by the City of Anniston and advertised following the meeting. A second notice must be advertised seven (7) days later. The second notice must be advertised a minimum of fifteen (15) days prior to the regularly scheduled meeting of the Anniston City Council. The Council will hear the rezoning request, along with the Planning Commission recommendations, following the required advertisements of the two notices. If the request for the rezoning is approved by the Council, a copy of the ordinance must be legally advertised following the Council's meeting. The process will be complete when all advertising requirements and other administrative procedures are complete. The office of Planning and Development Services will initiate the request to have official changes made to the City's zoning map by approved action of the Anniston City Council.

**PLANNING COMMISSION PETITION
PART IV- CHECKLIST**



Planning & Development Services

Two (2) copies of a plot plan prepared by a registered Land Surveyor or Engineer are requested.

Drawings and illustrations submitted must include the following:

ITEM #	REQUIRED ITEM	CHECK ✓
1	Application to appear before the Zoning Board of Adjustment (complete)	✓
2	Identify and show all property lines and lot dimensions.	✓
3	Architect plans must be stamped and signed.	✓
4	Identify and label all adjacent streets, alleys, and access easements.	✓
5	Clearly describe the nature of your request (in detail).	✓