

What Documents Will I Need For My ZAC Presentation?

- A detailed site development plan or survey;
- A business summary outlining the name of the business, days, and hours of operation, number of employees, and a brief description of business activities;
- A legal description of the property, and in certain cases a legal survey; and
- Any required maps, plans, or studies for any significant high impact development.

How Long Will It Take?

Once a completed application has been received, and all fees paid, your request should be heard by the ZAC within 4-6 weeks and the final decision made by the City Council within approximately 12-14 weeks.

Site Plan Checklist

The site plan must be 8 1/2 x 11 inches in size and drawn to scale, showing what is or what will be placed or built on subject property.

The Location, Size, Height, and Setback of all existing and proposed structures, including accessory ones, must be shown.

The number of parking spaces and maneuvering areas must be shown. Each space must be a minimum of 9ft wide x 18 ft deep and all maneuvering areas must be concrete or asphalt. The amount of parking depends on the proposed use.

Driveways must be shown and must be a minimum of 10 ft wide and must be concrete or asphalt.

Location, size, notations, and lighting of all signs must be shown.

If proposed any and all fences, walls, or other amenities must be shown. All projects, except single family homes, must have adequate landscaping.



City of Birmingham



For questions regarding the Zoning Advisory Committee and its process please contact:

**Jess Blankenship Mays -
Zoning Advisory Committee
Planner**

Jess.Blankenship@birminghamal.gov
205-254-2344

**ZONING
ADVISORY
COMMITTEE**



PUTTING PEOPLE
FIRST

RANDALL I. WOODFIN, MAYOR

**KATRINA THOMAS, PLANNING,
ENGINEERING & PERMITS DIRECTOR**

6 STEPS FOR REZONING

ZAC is needed when...

- Requesting a rezoning of a parcel or parcels of land;
- Requesting Development Plan Approval within in an R8, B5, B6, PRD, or I3 zoning district;
- You are requesting an amendment of the Q conditions previously adopted in a zoning case;
- You are seeking site plan approval for a proposed development on property that has been rezoned where Q conditions have been imposed that require site plan review and approval by the ZAC;
- You are requesting an amendment of development standards which have been imposed by Q conditions as part of a zoning case; and
- You are requesting a text change of the regulations in the Zoning Ordinance.

Rezoning is a time-consuming process, initiated by the property or business owner, or at times may be initiated by the Birmingham Planning Commission and/or the City Council.

Typically, the process begins when an undeveloped piece of property is planned for development, or a developed piece of property is proposed to be used for a use other than one permitted by the current zoning.

The City Council will hold a public hearing on the rezoning case. The applicant or their representative must be present to make a presentation of the request and answer any questions. The City Council is the final authority in changing the zoning of the property or amending the zoning regulations.

The applicant will pick up a copy of the "Applicant's Guidelines For Filing A Rezoning Request" as well as the zoning application. The application is available in Room 210 at the Zoning counter. The property owner must sign the application.

Upon completion of the rezoning application you will pay the application fee and submit the application along with a detailed description of the proposed request, a written legal description of the property and the proposed site plan.

The required submittal materials should be received at least 21 days before the applicant's meeting date of choice.

Once the required submittal materials have been received and reviewed for thoroughness and accuracy by the planning staff, if all is in order, the applicant will be assigned a case number and scheduled for the next available Neighborhood Association and ZAC meeting dates.

Each ZAC request must be presented by the applicant to the appropriate Neighborhood Association at their meeting before the request is heard by the ZAC. Planning staff will direct the applicant to the appropriate Neighborhood Association and its resource officer and assist in securing a meeting date with the neighborhood.

The applicant will present their request before the ZAC. It is crucial that the applicant or their representative be present to answer questions and/or defend the case.

The Planning and Zoning Committee will hear the rezoning request and vote to recommend or not recommend the request to City Council. The applicant or their representative must be present to make a presentation of the request and answer any questions. The City Council is the final authority in changing the zoning of the property or amending the zoning regulations.

ZAC

ZONING ADVISORY COMMITTEE

The Zoning Advisory Committee (ZAC) is a subcommittee of the Birmingham Planning Commission whose principal purpose is to advise the City Council directly on changes in the Zoning Ordinance.

The Committee recommends decisions on matters related to the physical development of land, restriction of uses, and the pattern of development for property within city limits of Birmingham. The ZAC meets the first and third Tuesday of each month beginning at 6:00 PM in the City Council Chambers on the 3rd Floor of City Hall.

The ZAC has seven members and a quorum of at least four members is necessary to render a decision.

Application Fees

\$750 for Residential Districts
 \$1,000 for Multi-Family Districts
 \$1,250 for Commercial, Mixed-Use & Industrial Districts
 \$150 fee for Development Plan Reviews

These fees are non-refundable