



Planning Commission Application General Information

Types of Applications

The Planning Commission hears a variety of public hearing requests; most common are resurvey plats and rezoning. Please see Part II of the Planning Commission application for examples of application types, and select the appropriate type of request for your application.

Applying for a hearing by the Planning Commission

Contact the City Planner listed at the bottom of the submission checklist to discuss/review the characteristics of the proposed project. A phone call or an email will often suffice, but you may request an appointment to meet via zoom or in person. It is recommended that this conversation and initial project review take place before an application is submitted; in some types of applications it is required by city ordinance that a pre-application conference take place within a specific time frame prior to making an application.

View the on-line Planning Commission **application form** (Parts I and II) and **deadline/hearing schedule** by visiting: mtnbrook.org - boards and commissions - planning commission - *planning commission application* or *deadline/hearing schedule*.

Prepare a brief **written statement** describing the scope of the project, and submit it along with the **application forms** and a **digital set of drawings** that clearly depicts the nature of the proposed development, resurvey, or other proposed project.

Note** There are additional, more detailed application requirements for certain types of cases such as rezoning, PUD's, and conditional uses in Residence-A zoning. These details will be disclosed to the applicant upon initial call, email, or meeting with the City Planner regarding the proposed project characteristics.

Public Notice – Certified Mailing List

Cases heard by the Planning Commission involve 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.

*** Do not obtain this mailing list from any on-line source; if obtained from the JC courthouse then it must be obtained in person, as the Tax Assessor will stamp a hard copy of the mailing list as “certified.”*

Notice of public hearing will be sent by the City via certified mail to property owners as noted above and will be posted by the City in the following four locations within the City of Mountain Brook:

City Hall – 56 Church Street

Gilchrist - 2805 Cahaba Road

Cahaba River Walk, 3503 Overton Road

Overton Park - 3020 Overton Road.

Time Limit

Different types of Planning Commission decisions/recommendations have different time limits for approval/expiration. Please see applicable section of the Zoning Ordinance/Subdivision Regulations and discuss with the City Planner for an understanding of time limits applicable to your specific request of the Commission.



Planning Commission Application PART I

Project Data

Address of Subject Property _____

Current Zoning Classification _____

Proposed Zoning Classification (if different) _____

Name of Property Owner(s) _____

Phone Number _____ Email _____

Name of Representative Agent (if applicable) _____

Phone Number _____ Email _____

Name of Engineer of Surveyor (if applicable) _____

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 and planning commission application process.



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 solar systems, 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

All planning commission applications and related material described below shall be submitted via email to the Administrative Analyst (copy City Planner) at the email addresses below. No paper copies of application materials shall be accepted for placement on a planning commission agenda.

- ✓ 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) (derived from Jefferson County Tax Assessor or title company)
- ✓ One **digital** copy of subdivision plat, boundary survey and any other plans to be reviewed by the Planning Commission (**paper copies will not be accepted**).

Fees for planning commission applications are as follows:

For applications requiring an adjoining property owner mailing list: \$100

For applications requiring a 500-foot radius property owner mailing list: \$200

Make checks payable to City of Mountain Brook, and put payment in the mail to the Administrative Analyst at the mailing address noted below.

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

Dana O. Hazen, AICP, City Planner
Director of Planning, Building & Sustainability
City of Mountain Brook
56 Church Street
Mountain Brook, AL 35213
phone 205/802-3816
fax 205/879-6913
hazend@mtnbrook.org

For further information regarding planning commission submittals, application fees, or deadline/hearing schedule contact:

Tammy Reid, Administrative Analyst
City of Mountain Brook
56 Church Street
Mountain Brook, AL 35213
phone 205/802-3810
fax 205/879-6913
reidt@mtnbrook.org