



Steps for Zoning Change

Annexations, Zoning, and Rezoning

Items needed for Submission

- Letter of Request
- Copy of the Deed
- A plat/ map showing property (optional)

Electronic Legal Description from a Surveyor or Civil Engineer is needed, after Planning Commission Approval

- Petition to annex
- Annexation Survey

Annexation Only

NOTE: Timeline shows an ideal zoning change scenario. During the process, issues may arise which cause the request to take a longer period of time to get approval.

Minimum Timeline

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	#3	10	11	12
#4	13	14	15	16	17	18
	19	#5	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
#8	19	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 Department at Public Works Building. The deadline is the last Tuesday of the month. The submission dates for Planning Commission are on the Athens website, under the Planning Commission section or from our office.
- 3. 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 the first Wednesday of the month at the Public Works Building at 1:00 p.m.
- 4. Legal Notice.** A legal notice is advertised in the Athens News Courier about the public hearing the week before the meeting.
- 5. Planning Commission.** A Public Hearing is advertised in the Athens News Courier the date. The meeting is held on the third Tuesday of the month at the Old City Council Chambers at 5:45 p.m. ES&CD Department places a sign on the property that says, "This property is being considered for Rezoning, for more information call 233-2224."
- 6. Approved by Planning Commission.** If approved, the request is taken to the City Council, they set a public hearing. **You will need to contract with a surveyor or civil engineer to send an electronic written property**

* Zoning change refers to both rezoning and annexation processes.

legal description to our office. (This requirement can only be waived by the City Planner.)

- 7. Legal Advertisement.** A legal description of the zoning change is put into a zoning ordinance. The public hearing date is advertised.
- 8. 2nd legal advertisement.** This must be at least fifteen (15) days in advance of Public Hearing date.
- 9. City Council Public Hearing.** Immediately after the hearing the council adopts or denies the zoning change, which is in the form of an ordinance.
- 10. Adopted Ordinance Advertisement.** If adopted, the ordinance is advertised once, and takes effect on the date of publication.
- 11. Billing.** When all the fees from the legal ads are received from the Athens News Courier, ES&CD sends an invoice for the legal advertisements to the person who requested the zoning change.
- 12. Other items.** Staff takes care of updating the zoning maps and sending notice of zoning changes to other departments/agencies. These are filed under the zoning and annexations files whether or not approved. Annexation ordinances are to be recorded in the Limestone County Probate Judge's Office



A fillable form is available on www.AthensAL.us under the Community Development Department section.

Planning Commission Meeting Location

Old Council Chambers
109 Marion Street North
Athens, AL

Engineering Services & Community Development Department

256-233-2224
www.athensal.us
Public Works Building
1600 Elm Street West
Athens, AL 35611

Rezoning Request Letter

Engineering Services & Community Development Dept.
1600 ELM ST W
ATHENS, AL 35611

Date: _____

To Engineering Services & Community Development Official:

I, _____, would like to request my property
(owner's name)

_____ to be
rezoned to be zoned to the _____ district. My
property is currently zoned in the _____ district.

I have enclosed a copy of my deed.

Sincerely,

Owner

Address: _____ Phone No.: _____

Additional Owner Signatures (if applicable):

Annexation Request Letter

Engineering Services & Community Development Dept.
1600 ELM ST W
ATHENS, AL 35611

Date: _____

To Engineering Services & Community Development Official:

I, _____, would like to request my property
(owner's name)

_____ to be
annexed into the City of Athens corporate limits. I would like my property to be zoned

_____ .

I have enclosed a copy of my deed, a signed petition to annex, and a completed survey form.

Sincerely,

Owner

Address: _____ Phone No.: _____

Additional Owner Signatures (if applicable):

Annexation Survey Form

If the requested annexation is for residential purposes, please complete the entire form.

If the requested annexation is for commercial or other nonresidential purposes (no on lives on the property), please complete only the top portion and numbers 1, 5, and 6.

Thank you.

Name _____

Address _____

Phone No. _____

1. Number of person in household:

Male: _____ Female: _____ Total: _____

2. Number of children in school:

Grade K-5: _____ 6-8: _____ 9-12: _____

Schools they are now attending: _____

3. Race: Minority: _____ Non-Minority: _____

4. Number of registered voters in household: _____

5. Annexation into city limits: In favor of Not in favor of

6. Land Owner Renter

If renting the property, please supply property owners name, address and telephone number:

