

JEFFERSON COUNTY, ALABAMA

How to Rezone Property



What is zoning and how does it affect what I do with my property?

All property in Jefferson County is zoned for specific uses and building setbacks.

Some zoned property has special conditions attached to it.

Before you begin planning for any building or development on your property check with the Department of Development Services (DDS) to find out what you can do with your property and if you need to rezone.

To rezone your property you will need all of the materials on the **Rezoning Checklist**, including a conceptual plan of any changes that you will be making to the property.

- Get a copy of the zoning district description as well as copies of landscape and parking requirements to be sure that you have enough property.
- You or your agent will need to make application for rezoning online at:
permits.jccal.org/citizenaccess

The Process

You will attend at least **two (2) public hearings** that are part of the rezoning process.

Rezoning takes about three (3) months from the time of application until you receive the final zoning.

The steps

1. Make application for rezoning online at: permits.jccal.org/citizenaccess (see Fees Schedule on next page). Notifications will be sent to all property owners within 500 feet of the property.
2. **You or your agent will need to attend the public hearing before the County Planning and Zoning Commission.** The Commission meets on the second Thursday of each month at 1:00 PM in room 270 of the

Jefferson County Courthouse in downtown Birmingham. The Commission is an advisory body and will make recommendations to the Jefferson County Commission to approve, deny, or modify your request.

3. Next, you or your agent will need to attend a hearing before the **Jefferson County Commission**. This meeting is generally the month following your initial hearing, and you will be informed of the time and date by mail.

The County Commission makes the final decisions on zoning requests. Contingencies, covenants, or conditions may be placed on the case. If so, the case will be taken under advisement until the conditions have been met and/or the covenants filed.

You will receive a decision letter and a copy of any conditions or covenants from the DDS office. **Bring the recorded covenants and any required evidence that you have satisfied any conditions/contingencies to the DDS office to finalize your rezoning request.** After finalizing the rezoning of property, you may begin obtaining the required permits (or submit plans for approval for larger developments).

Rezoning Check List

1. A copy of the recorded deed of ownership. If ownership is held by more than one individual, the names and addresses of all owners must be provided.
2. A legal description of the property. If such legal description to be rezoned is not contained within the deed, a signed and sealed survey, prepared by a registered Alabama land surveyor, will be required.
3. If only a portion of the property is to be rezoned, a subdivision plat be required.

4. Provide a Conceptual Site Development Plan. (see Site Plan Guidelines below)
5. Owners Signature: If owner will be represented in this request by someone else, the designated agent's signature will be accepted—An agent will need a notarized (with a seal) Agent Authorization Form.

Conceptual Site Development Plan:

- a) A north arrow
- b) A scale, or, on site plans not drawn to scale, dimensioning appropriate to the scope and scale of the proposed development/use
- c) All buildings, structures and improvements (both existing and proposed), their dimensions, grouping and orientation, and how they are to be used
- d) The minimum yard setback requirements of the requested zoning district
- e) Parking areas and access points, subject to approval by Traffic Engineering
- f) Any lot and yard areas, and how they are to be used
- g) Landscaping and buffers as may be applicable and/or where required by the Regulations

Contacts and Information

Jefferson County Development Services

716 Richard Arrington Jr. Blvd. N. Room B-200
 (205) 325-5321
 7:30 to 4:30 Mon. through Fri.

Jefferson County Health Department

1400 6th Avenue S. Birmingham, AL
 (205) 930-1230
 7:30 to 4:30 Mon. through Fri.

Jefferson County Environmental Services

716 Richard Arrington Jr. Blvd N. Room A-300
 (205) 325-5138
 Hours are 8:00 to 5:00 Mon. through Fri.

Jefferson County Roads & Transportation

716 Richard Arrington Jr. Blvd N. Room A-200
 (205) 325-5157
 8:00 to 5:00 Mon. through Fri.

FEE SCHEDULE

- For upgrades in zoning for individual single-family residential uses, a fee of one hundred dollars (\$100.00) shall be charged.
- For changes of zoning for the development of a residential subdivision, an initial minimum fee of two hundred dollars (\$200.00) shall be required for the first lot, plus an additional ten dollars (\$10.00) for each additional lot thereafter.
- For all other rezoning applications, an initial minimum fee of two hundred dollars (\$200.00) shall be required for the first acre (or less), plus an additional ten dollars (\$10.00) for each additional acre (or portion thereof) thereafter.