



# REZONING APPLICATION and ACKNOWLEDGEMENT

Department of Planning & Development  
P.O. Box 2128  
Dothan, Alabama 36302-2128  
334-615-4410 – Office; 334-615-4419 – Facsimile

In accordance with [Article IV](#) of the Dothan, Alabama, Zoning Ordinance, the following shall be submitted 21 days prior to the Public Hearing Date, which will be the third Wednesday of each month at 9:00 a.m. in the City Commission Chambers, Room 203, at the Roy L. Driggers Municipal Building (City Hall), 126 North Saint Andrews Street.

1. A completed Rezoning Application, which shall include the location and acreage of land to be rezoned.
2. \$100.00 filing fee + \$10.00 per acre, not to exceed \$250.00 (Checks made payable to the City of Dothan.)
3. List of Adjacent Property Owners on all sides and across the street according to the official tax records of Houston County.
4. CD of Rezoning map in .pdf format
5. **Map required.** The application shall be accompanied by the following:
  - (1) **Paper copies.** Eight (8) copies of a map drawn by a surveyor licensed in the State of Alabama of the property proposed to be rezoned, to a scale suitable to fit on a twenty-four inch by thirty-six inch (24" X 36") sheet. The map shall show distances, bearings, legal description, all surrounding zoning, property as is and state the proposed rezoning is from \_\_\_\_\_ district to \_\_\_\_\_ district.
  - (2) **Digital copy.** A digital copy of any maps submitted for review, in .PDF or .JPG format.
  - (3) **Vicinity map.** A map identifying the exact location of the property to be rezoned, illustrating a one-half (½) mile radius from the site, drawn on the rezoning map or submitted as an attachment.
6. **Legal description required.** The application shall be accompanied by the following:
  - (1) **Paper copies.** A written legal description of the property to be rezoned written on paper copies of proposed rezoning maps or submitted on a separate sheet and labeled as an attachment to the maps.
  - (2) **Digital copy.** A legal description of the property to be rezoned, submitted in electronic media in .doc format.
7. A PUBLIC NOTICE sign must be erected at the applicant's expense no less than 14 days prior to the Public Hearing Date. The applicant will be responsible for making sure the sign is erected. **The PUBLIC NOTICE sign must be placed on all street frontages for proper notification of adjacent property owners.**
8. Upon recommendation of rezoning to the Board of City Commissioners by the Planning Commission, the proposed rezoning ordinance notice will be published in the newspaper for two consecutive weeks with the last publication date being no sooner than two weeks prior to the City Commission Public Hearing of the proposed rezoning ordinance. The applicant upon notification will pay the cost of publication, as determined by the newspaper based upon the size of the proposed rezoning ordinance by words and map, to the City through the Secretary of the Planning Commission. Publication will be held until the cost of the publication is paid.
9. Upon passage by the City Commission, the approved ordinance will be legally advertised in the newspaper. The cost of this advertising will be the responsibility of the applicant as determined by the City Clerk's office.



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APPLICANT NAME \_\_\_\_\_

CONTACT PERSON (If other than Applicant) \_\_\_\_\_

PROPERTY OWNER (If other than Applicant) \_\_\_\_\_

### CONTACT INFORMATION:

Mailing \_\_\_\_\_ Telephone No(s): \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

ADDRESS OR LOCATION OF PROPERTY \_\_\_\_\_

PRESENT ZONING: \_\_\_\_\_ REQUESTED ZONING: \_\_\_\_\_

COUNTY: \_\_\_\_\_ Section: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 PARCEL ID: \_\_\_\_\_ Township: \_\_\_\_\_ Flood Zone: \_\_\_\_\_  
 Census Tract: \_\_\_\_\_ Range: \_\_\_\_\_

**NOTE:** Census Tract may be found on the Land Development Page of the Planning Department on the City of Dothan's website – [www.dothan.org](http://www.dothan.org)

I acknowledge that I have received a copy of the Rezoning Checklist, and I understand that the applicant is responsible for having posted, at the applicant's expense, one or more Public Notice signs on the property for which the rezoning is requested.

I acknowledge that, unless otherwise determined by the Planning Director, at least one Public Notice sign must be placed along each street on which the property fronts.

I acknowledge that the Public Notice sign(s) must be posted on the property at least fourteen (14) days prior to the scheduled Planning Commission meeting and that the content and format of the sign(s) must conform to the Planning Commission's requirements.

**I acknowledge that it is the policy of the Planning Commission not to consider a rezoning request unless all of the requirements of the Rezoning Checklist have been met.**

PRINTED NAME: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

(If different from owner, a notarized authorization from the property owner must be attached. All communications will be directed to the applicant.)

DEADLINE FOR PUBLIC NOTICE SIGN: \_\_\_\_\_

(Consult [Planning Commission Calendar](#))

Office Use Only:	
Date of Receipt	_____
Receipt Number	_____
Case Number	_____
Case Manager	_____

**SIGN SPECIFICATIONS**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**

**BOARD**

The sign shall be painted in black letters on a white background on a 4' x 8' sheet of plywood at least ½" thick or with sufficient bracing to make the sign stable. The sign shall be of sufficient quality that it may be easily read from the street and shall be placed at the front of the lot using no less than 2' x 4's for posts.

**LETTERS**

A three-inch space shall be between each line. The words PUBLIC NOTICE shall be in six-inch high letters with each remaining line in three-inch high letters. Letters shall be one and one-half inch in width with the letter "I" at least one inch in width with appropriate spacing between words. There is a maximum of 48 letters per line. This takes 72 inches leaving 24 inches for the margin and appropriate spacing.

**RULES**

The sign shall be erected on the lot no less than 14 days in advance of the Planning Commission meeting day at which the request is to be considered. The sign shall remain erect until the day after the meeting in which the applicant will be responsible for removing the sign from the site. Any tabled items from the agenda until the next month will need to have the sign changed to note the new date.

**Any failure to adhere to the above specifications would result in the failure of the applicant's request to be considered by the Planning Commission.**

**EXAMPLE OF REZONING PUBLIC NOTICE SIGN**  
(SIGN MUST BE 4' X 8')

<p><b>PUBLIC NOTICE</b></p> <p>NOTICE IS HEREBY GIVEN THAT THE PLANNING COMMISSION OF THE CITY OF DOTHAN WILL, ON WEDNESDAY, <u>MONTH, DAY YEAR</u>. AT 9:00 A.M., CONSIDER THE REZONING OF THIS SITE FROM _____ DISTRICT TO _____ DISTRICT.</p> <p>PLANNING &amp; DEVELOPMENT OFFICE</p> <p>(334) 615-4410</p>
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**SIGN CONTRACTORS**  
**DEPARTMENT OF PLANNING & DEVELOPMENT**  
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The following sign companies have indicated their interest in doing **PUBLIC NOTICE** signs for Planning Commission applicants. They are private contractors and set their own prices for the signs. The City does not endorse or recommend any of these contractors.

Rickie Lewis  
AD Signs  
671-7175

Scott Matthews  
Eagle Sign Studio  
678-8000

Cole Sign Company  
Bud Cole  
794-2259

Dick Whatley Sign Service  
790-3692  
693-3551

Tom Cozart  
Signs Etc.  
678-9507