

# 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 Land Planning and Development Services (LPDS) 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 in person at the LPDS office.

### 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 at the LPDS office (**fee**). Notifications will be sent to all property owners within 500 feet of the property.
2. **You or your agent will need to attend a 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.** 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 2 copies of any conditions or covenants from the LPDS office. **Bring the recorded covenants and any required evidence that you have satisfied any conditions to the LPDS office** and your case will be placed on the next County Commission agenda for final approval. After approval you may begin getting 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 legal metes and bounds description

will be required for that portion of the property to be rezoned.

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 raised 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, as determined by the Director of LPDS.
- 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.
- h. Proposed time frame for start-up and completion, and any phasing that may be anticipated with the proposed development.

## Contacts and Information

**Jefferson County Land Planning and Development Services**

**Planning and Zoning Division**

716 Richard Arrington Jr. Blvd. N. Room 260 Hours are 8:00 to 5:00 Mon. through Fri. **(205) 325-5638**

**option # 2**

**Addressing Division**

716 Richard Arrington Jr. Blvd. N, Room 260. Hours are 8:00 to 5:00 Mon. through Fri. **(205) 325-5174**

**Inspection Services**

716 Richard Arrington Jr. Blvd. N Room B-200 Hours are 7:30 to 4:30 Mon. through Fri. **(205) 325-5145**

**Jefferson County Health Department**

Birmingham – 1400 6<sup>th</sup> Avenue S. **(205) 930-1230**  
Hours are 7:30 to 4:30 Mon. through Fri.

**Jefferson County Environmental Services**

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

**Jefferson County Roads & Transportation**

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

[www.jeffconline.jccal.org](http://www.jeffconline.jccal.org)