

CITY OF HEFLIN, ALABAMA

ZONING PERMIT/SIGN PERMIT APPLICATION

All property owners within the City of Heflin must apply for and receive a Zoning Permit before undertaking any construction activities, which shall include site preparation and excavation for the construction of new buildings (including accessory or temporary structures), moving any structures onto a property, relocating existing structures on a property, alteration or repair of a structure (excluding painting, interior remodeling, or any alteration or repair activity that will not change the character, size, or position of the structure as it exists on the property). The purpose of this permit process shall be to establish compliance with the Zoning Ordinance prior to the commencement of construction activities. The approval of a Zoning Permit Application by the Enforcement Officer shall not imply or constitute approval of any other applicable permit requirements including, but not limited to, subdivision plat approval, building permits, septic system approval from the Cleburne County Health Department, and wetland permits from the U.S. Army Corps of Engineers. To apply for a Zoning Permit, please complete the following application and return the form with all necessary supporting documents to City Hall. Incomplete applications will not be processed. For additional information, please call the City of Heflin Enforcement Officer at (256) 463-2291 during regular business hours.

Applicant Information:

Name of Applicant: _____

Mailing Address: _____

Business Hours Telephone #: (_____) _____

Fax # (If available): (_____) _____

Property Information:

Name of Owner(s), if different from above: _____

Street Address of Subject Property: _____

Tax Map & Lot Number of Property: _____

Size of Subject Property: _____ [] Acres [] Square Feet

Current Zoning Classification of Subject Property: _____

Does the Subject Property Contain any Existing Structures? [] Yes [] No
Was the Property (if vacant) or Existing Improvements created or constructed prior to the effective date of the Zoning Ordinance? [] Yes [] No

Project Information:

Do you propose to: (Please check all activities that apply to your project)

- Construct a new building or accessory structure on the property?*
- Move a new or used structure onto the property?*
- Construct an addition to an existing building or accessory structure on the property?*
- Move or relocate an existing building or accessory structure to a new location on the subject property?*
- Replace or repair a building or accessory structure that was damaged or destroyed by fire or act of God?*
- Sign Permit*
- Other activity (please explain):*

Please attach one reproducible copy of a site plan showing the proposed project activities. The site plan must show the entire boundaries of the subject property and must be drawn to scale in ink, preferably by a licensed and certified or registered surveyor, architect, or engineer. For single family residential projects, the required site plan may be drawn to scale on a survey plat contained in a closing document or a copy of the tax map showing the subject property. In addition, the site plan must contain or show the following information as may be applicable to the subject property or project (please contact the Enforcement Officer if you have any question as to whether one or more of the items listed below must be included on your site plan):

- A. A north arrow.*
- B. A scale bar.*
- C. The length in feet of all property lines.*
- D. The outline of all existing buildings or structures and any proposed buildings, structures, or building additions on the property in their proper locations. (New buildings or additions should be hatched.)*
- E. The shortest distance in feet from all property lines to the closest point on any existing building or accessory structure or proposed new construction on the property.*
- F. The minimum width in feet (between opposing property lines of the property.*
- G. The maximum height in feet of any proposed new structure or addition.*
- H. The location of any existing or proposed street access or curb cut.*
- I. The location of any existing streams, lakes, ponds, or rivers on the property.*
- J. The boundaries of any floodway or 100-year Flood Hazard Area on the property as identified on the applicable Flood Insurance Rate Map.*
- K. Any boundaries of the Alabama Power Flood Easement on the property.*
- L. The outline and location of any existing or proposed septic system and associated leachfield on the property.*

Certifications:

Applicant:

I hereby certify and attest that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer to determine the compliance of the proposed property construction or improvement activities with the City of Heflin, Alabama Zoning Ordinance.

Date *Applicant's Signature*

Property Owner:

I hereby certify and attest that I have reviewed this application, and that, to the best of my knowledge and abilities, the information provided in this application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Enforcement Officer to determine the compliance of the proposed property construction or improvement activities with the City of Heflin, Alabama Zoning Ordinance.

Date *Property Owner's Signature*

----- FOR CITY OF HEFLIN USE ONLY -----

Enforcement Officer's Information:

Date Filed: _____

Received By: _____

Application Fee Received: \$ _____ [] *Cash* [] *Check #*

Date Reviewed: _____

Decision: [] *Application Approved* [] *Application Denied*

Enforcement Officer's Signature:

Enforcement Officer's Review Checklist (To be completed by Enforcement Officer Only):

Proposed Land Use: [] *Allowed in Zone* [] *Not Allowed (Rezoning Required)*

Lot Size/Area: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Lot Width: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Street Frontage: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Front Yard: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Side Yard: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Rear Yard: [] *Complies/Grandfathered* [] *Too small (Variance Required)*

Imperv. Surfaces: [] *Complies/Grandfathered* [] *Exceeds limits (Variance Needed)*

Building Height: [] *Complies/Grandfathered* [] *Too high (Variance Required)*

Special Requirements/Conditions (required buffers, setbacks, etc.):

Other Permits/Approvals Required:

Approval Conditions (if necessary):