

The following items must be attached to the application (check those items included):

- Tax record map from the Autauga County or Elmore County Tax Assessors Office
- Site sketch plan (drawn to scale) showing any property lines, required and proposed setbacks, existing and proposed structures and any additional information you believe will be helpful to the Board of Adjustment
- Application fees: Variance and Administrative Appeal - Fifty dollars (\$50), Use-on-Appeal – Two hundred fifty dollars (\$250).
- Names and address of all property owners immediately adjacent to the subject property (not required for administrative appeals). Adjacent properties include those directly across the street from the subject property.
- If person signing application is someone other than property owner, attach authorization to file application (i.e. notarized letter, real estate contract, etc.)

Hardship: The Board requests a statement of hardship to justify any variance application:

"To authorize upon appeal in specific cases such variance from the terms of the (zoning) ordinance as will not be contrary to the public interest, where, owing to special conditions, a literal enforcement of the provision of the (zoning) ordinance will result in unnecessary hardship and so that the spirit of the (zoning) ordinance shall be observed and substantial justice done." *Code of Alabama, 1975, as amended. § 11-52-80(d) (3)*

I certify that I am the property owner, or authorized agent, and attest that all facts are true and correct. I do hereby certify that the property owner list attached to this application was obtained from the Autauga County Revenue Office, (Elmore County if applicable), and is a complete list of all real property owners adjacent to the parcel submitted for consideration. I also attest that I have read and understand what a hardship is according to the *Code of Alabama, 1975, as amended*.

Printed Name

Signature

Date

I the undersigned authority, a Notary Public in and for said County in said State, hereby certify that _____, whose name is signed to the forgoing petition, and who is known to me, acknowledged same before me on this the _____ day of _____, 20____.

Notary Public

My commission expires _____

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CITY OF PRATTVILLE
PROCEDURES
OF
BOARD OF ZONING ADJUSTMENT

Step1. Complete a Board of Zoning Adjustment application

Note: The following items must be included:

- A. A copy of the petitioner's **recorded legal description with Tax ID#** of property in request. This can be obtained from the County Tax Assessor's office.
- B. A site plan of the property.
- C. **Use-On-Appeal** application fee \$250
- D. **Variance** application fee \$50

Step2. Sign the application. Must be signed by the property owner and notarized by a notary public. If you are unable to obtain a notary public, one is available in the Planning Department.

Step3. Return the application to: Prattville Planning Department, 102 W. Main Street, Prattville, AL 36067 Attn: **Alisa Morgan**, Board of Zoning Adjustment Secretary.

Step4. Once the application is returned to the Planning Department, it will be considered for public hearing. If the application meets deadline dates and all the necessary requirements for public hearing, the Secretary of the Board of Zoning Adjustment will prepare the request. At that time, you will be given a date of the public hearing.

Step5. The public hearing will be scheduled, and you will be notified by mail of the date of the meeting. The Planning Department will place a public hearing sign on the property in request seven (7) to 14 days prior to the meeting. We will remove the sign within three (3) days after the meeting. You or a representative must be present at the public hearing.

Step6. If the Board of Zoning Adjustment postpones or cancels the meeting, you will be notified immediately.

Step7. Once the public hearing has been held, you will receive written notice of any action that occurred during the meeting. This notice should be received within seven (7) to ten (10) business days.

Step8. If you do not receive any information by the tenth business day, please contact this office.

Should you have any questions or comments, please contact:

Alisa Morgan
Board of Zoning Adjustment Secretary
102 W. Main Street
Prattville, AL 36067
(334) 361-3642