



# Planning Commission Conditional Overlay (CO) Application

The Conditional Overlay District (“CO”) zoning classification was created to provide for additional regulation of residential, commercial, or industrial uses of land and structures in order that uses and development of said land, buildings, and structures will be harmonious and compatible with and not have an undesirable or detrimental impact on surrounding development.

The Conditional Overlay District is also designed to protect the public welfare and the value of surrounding properties by securing an appropriate development that is in harmony with the objectives of the City of Florence Master Plan as adopted by the Florence Planning Commission.

In order to achieve the above stated purposes, and, in consideration of a change of zoning classification, the subject property shall be limited in such manner that it may not be utilized for all uses and standards ordinarily permitted in a particular district and, further, the development of said property shall conform to specific conditions as determined by the Planning Commission and the City Council. Those conditions may include but are not limited to additional landscaping, buffering/fencing, setbacks, specific site development plan, architectural controls, permitted uses, signage, restricted access, etc.

This classification may be initiated by an applicant, the Planning Department, Florence Planning Commission, or the Florence City Council. If a Conditional Overlay is established on a site, the property must adhere to the approved plan and proposed uses. The approved development plan and permitted uses will be in plat form and recorded in the office of the Probate Judge. The site plan and all permitted uses will run with the land and no changes will be allowed unless the Planning Commission and ultimately the City Council approves such changes by the same application process which created the Conditional Overlay classification.

The process for rezoning will require two public hearings - one public hearing by the Planning Commission, the other by the Florence City Council. The time frame for rezoning is 75-90 days as dictated by procedures outlined in the Code of Alabama.



# Conditional Overlay (CO) Application

## I. Property Information

- a. Physical Address if available: \_\_\_\_\_
- b. Parcel Number: \_\_\_\_\_
- c. Present Zoning: \_\_\_\_\_
- d. Total Site Area: \_\_\_\_\_
- e. Total existing structures and square footage: \_\_\_\_\_
- f. Total proposed structures and square footage: \_\_\_\_\_
- g. Total existing lots: \_\_\_\_\_
- h. Total proposed lots: \_\_\_\_\_
- i. Number of Existing and/or Proposed Parking Spaces: \_\_\_\_\_
- j. Do protective covenants exist on the property:    \_\_\_ Yes    \_\_\_ No

## III. Applicant Information

1. **Applicant:** \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. **Owner:** \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**3. Developer/Engineer:** \_\_\_\_\_

Full Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**It is warranted in good faith by the applicant, whose name is signed hereto, that all the facts are true and correct.**

\_\_\_\_\_  
Applicant (or representative)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner (or representative)

\_\_\_\_\_  
Date

**FOR DEPARTMENTAL USE ONLY:**

Date Received: \_\_\_\_\_ Fee Received: \_\_\_\_\_ Certified List of Property Owners: \_\_\_\_\_

M. Bailey: \_\_\_\_\_ R. Campbell: \_\_\_\_\_ G. McWhorter: \_\_\_\_\_ B. Smith: \_\_\_\_\_ L. Borden: \_\_\_\_\_

Survey: Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Site Development Plan: Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Architectural Elevations: Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_

Proposed Land Uses: Yes \_\_\_\_\_ No \_\_\_\_\_ \_\_\_\_\_



# Information Sheet

## Conditional Overlay District (CO)

*(Keep for your records)*

### Procedures

Review procedure by the City of Florence Planning Department shall be based upon submittal of a site development plan prepared by a registered engineer, architect or surveyor. **No application will be considered unless all items have been completed in full.** Other information as deemed necessary by the Florence Planning Department for accurate assessment of the project may be required.

*The application must be accompanied by eight (8) copies of a site development plan, drawn to scale, 24"x36" **and** 11"x17" paper sizes **and** in electronic format illustrating the following:*

- Property Boundary distance and bearings
- Existing and proposed structures
- Existing and proposed contours, not to exceed two (2) foot intervals. Required when request involves new construction. For Preliminary Review, existing contours may be submitted in lieu of a final grading plan.
- Defined ingress/egress to the site and all existing rights-of-way
- A defined existing and proposed off-street parking area including spaces. Parking requirements may vary with proposed uses.
- All existing and proposed easements and utilities, i.e., sewer, water, gas, electrical, etc.
- A master landscaping plan, in accordance with the City of Florence Landscape Ordinance, addressing all necessary plantings and buffering requirements.
- Storm water detention design and calculations. Final design and calculations prepared by registered engineer.
- All adjacent streets and alleys with paving limits and curb cuts;
- Adjacent lots and names of abutting subdivisions
- Architectural elevations of proposed structures
- Application must be accompanied by a Certified List of Ownership and mailing addresses of surrounding property owners of the subject site as well as a Certified Copy of Deed that verifies current owner(s) of the subject site. The property description/address and owner(s) names must match the same on application. If the Applicant is not the current owner of the subject site, a notarized letter from said current owner shall be required authorizing the applicant to act on his or her behalf for the request before the Planning Commission.

All applications for Subdivision Approval will require both current owner of subject site and only abutting property owners. All other requests will require current owner of subject site, property owners abutting, and across the street. This list must be certified by an abstract company as being current and complete.

- A site development plan as required under the Conditional Overlay criteria, outlined in Section XV of the Zoning Regulations. Site plan shall include architectural elevations (including proposed signage) and proposed land uses.
- If the proposed CO classification includes the request for subdivision approval, there will be two plats required for recording; the CO plat dealing with land use and site planning, etc., and a plat required by the Subdivision Regulations. Both plats shall have standard signature certificates including an additional certificate for the President of the Florence City Council.
- Review of a Conditional Overlay application may result in additional restrictions being placed on the site development plan such as signage controls, density, setbacks, buffering/landscaping, screening, architectural controls, access management, permitted uses and other requirements as deemed necessary to protect the value of surrounding properties.

## Fees

The following fee schedule is required for Planning Commission review.

<b>Conditional Overlay District</b>	\$100 (1 <sup>st</sup> acre or fraction thereof)
	\$200 (over 1 acre/less than 5 acre)
	\$300 (5 acres or larger)

## Plat Recording Fee

The approved plat(s) shall be recorded in the office of the Probate Judge of Lauderdale County. Fees will be determined based on number of lots proposed.

## Protective Covenants

Although it is the practice of the City not to be involved with private property covenants, if a re-classification of property is requested from single-family use to another zoning classification, the application must be accompanied by a certificate from an abstract title company stating there are no restrictions on this property contained in protective covenants which would prohibit property from being used for purposes other than residential. This information is required by the Florence City Council.

## Meetings

The Planning Commission meeting is held the fourth (4<sup>th</sup>) Tuesday of each month at 5:00 p.m. in the City auditorium on Pine Street. Deadline for submittal of requests, along with all required information, will be 22 days prior to the meeting date by noon.

All applicants, owners, and/or representative are highly encouraged to attend the meeting at which the request is being considered.