



TUSCALOOSA

**D/R OVERLAY DISTRICT PERMIT APPLICATION**

Please complete all of the following required fields:

**Property**

Address of premises affected: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

**Applicant (if different from owner)**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Contractor or Architect**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Certification of Applicant**

An application shall not be considered "accepted" until the zoning officer determines that the application is complete. The application shall include the following information, unless waived by the Zoning Officer:

- 1) A narrative describing the overall concept of the proposed development and how it is consistent with the D/R Overlay District standards and guidelines, and compatible with existing and proposed land uses. A full list of the development standards and guidelines can be found within the Development standards and Guidelines (Sec 24-230 (b)) chapter of the city municipal code.
- 2) A site plan, at a scale of not smaller than one (1) inch equals sixty (60) feet showing the proposed layout of buildings and/or premises in the context with the property lines, setbacks, adjacent structures, streets, walkways, vehicular ingress and egress, service alleys, and loading spaces.
- 3) If a building, elevations of all sides of the proposed building indicating proposed exterior finishes, square footage, height and number of stories. Architectural renderings may be submitted as well.
- 4) Sketch of exterior premises including parking, landscaping, fencing or walls, signage, streetscape, lighting type, and other aspects as may be necessary to fully present the proposed development.
- 5) If residential development, the number of units, unit square footages, approximate sale value or rental rates, description of any covenants and restrictions, and a description of proposed ownership and management of any common open space not dedicated to public ownership.

I hereby certify that I have read and understand this application and know the same to be true and correct. I understand that consideration of this application is based upon the correctness of the information I have supplied and that any permit(s) granted may be revoked upon finding by Urban Development that any relevant information supplied on or with application is substantially incorrect. I further understand that only complete applications including all required exhibits and fees are considered by Urban Development.

**I HAVE REVIEWED & AGREE TO ALL SUBMITTIAL REQUIREMENTS ON THE FRONT & BACK OF THIS APPLICATION**

**Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please review the following information prior to application submission:

**An application subject to review by the Administrative Review Committee** shall be reviewed and a decision reached within ten (10) work days from the date the application was determined to be complete. The planning department shall forward by first class mail the administrative review committee's written decision supported by findings of fact, approving the permit, approving the permit with conditions, or denying the permit. An applicant shall have ten (10) work days from the postmark date of the written decision to file an appeal of the decision to the city council. If an appeal is filed, the applicant shall be sent, by first class mail, written notice of the date, time and location of the city council meeting at which the appeal shall be considered.

**An application subject to Legislative Review by the Planning Commission and City Council** shall be first reviewed by the administrative review committee. The planning department shall prepare written findings of fact that support approving the D/R overlay district permit, approving the permit with conditions, or denying the permit. These findings of fact shall be presented to the planning commission and to the city council for their consideration. Based on the findings of fact and the recommendations of the planning commission, the city council may approve the D/R overlay district permit, approve the permit with conditions, deny the permit or defer consideration of the permit stating the reason for the deferral. Consideration of an application shall not be deferred more than one time.

If, after an applicant has obtained a D/R overlay district permit, the construction proposal is amended, an amended development application shall be submitted to the planning department. The zoning officer shall make a determination that the amendment has no significant impact or that the construction proposal, as amended, requires additional review. Review of an amended proposal shall follow the same procedure as provided herein for an original application. Upon a determination by the zoning officer that the amended proposal requires review and additional approvals, the previously issued D/R overlay district permit shall be suspended pending the review of the amended proposal.

In the event the applicant shall fail to commence work on the activity approved by the D/R overlay district permit within one year after the date of the approval, or having commenced but then discontinued work for one year, the applicant shall not commence work again until a new permit is issued. The zoning officer may grant extensions to the one-year period prescribed herein as it is deemed appropriate. The zoning officer shall determine whether work has "commenced" by the presence of a building permit and construction activity beginning.

**PLEASE SUBMIT AN ELECTRONIC COPY OF  
PAGE ONE (1) AND ANY NECESSARY SUPPORTING MATERIALS TO:**

Office of Urban Development: 2201 University Boulevard, Annex III, 3<sup>rd</sup> FL  
Planning Division Tuscaloosa, AL 35401

Email:  
planningcommission@tuscaloosa.com