

Application # \_\_\_\_\_

**TOWN OF WAVERLY, ALABAMA  
ZONING PERMIT APPLICATION**

All property owners within the Town of Waverly 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; locating existing structures on a property; alteration or repair activity that will not change the character, size or position of the structure as it exists on the property. The permit process allows the Zoning Official to establish compliance with the Zoning Ordinance prior to the commencement of construction activities. The issuance of a Zoning Permit by the Zoning Official 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 Chambers, Lee or Tallapoosa 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 the Waverly Town Hall during regular business hours (8:00 am to 11:00 am, M-F, closed for all federal holidays). Incomplete applications will not be processed. For additional information, please call Waverly Town Clerk at 334-887-0999 during the hours listed above. E-mail address is waverlytownhall@bellsouth.net.

Applicant Information:

Name of Applicant: \_\_\_\_\_

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

\_\_\_\_\_

Business Hours Telephone #: (\_\_\_\_\_) \_\_\_\_\_

Fax # (If available): (\_\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

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 on the property?
- ( ) Replace or repair a building or accessory structure that was damaged or destroyed by fire or an act of God?
- ( ) Erect a sign?
- ( ) Erect a telecommunication tower, antenna, or associated facilities?
- ( ) 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 the 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. If neither is available a hand drawn map showing the information below will be accepted at the zoning official's discretion. In addition, the site plan must contain or show the following information as may be applicable to the subject property or project, except where special site plan instructions are specified within the Ordinance for a special development activity (please contact the Town Clerk if you have any questions as to whether one or more of the items listed below should 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, impervious surfaces, 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 the application is true and accurate. Further, I agree to provide any additional information within my powers that may be required by the Zoning Official to determine the compliance of the proposed property construction or improvement activities with the Town of Waverly, Alabama Zoning Ordinance.

\_\_\_\_\_

Date

\_\_\_\_\_

Applicant's Signature

Property Owner(s) if different from above:

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 Zoning Official to determine the compliance of the proposed property construction or improvement activities with the Town of Waverly, Alabama Zoning Ordinance.

\_\_\_\_\_

Date

\_\_\_\_\_

Property Owner's Signature

-----FOR TOWN OF WAVERLY USE ONLY-----

Zoning Official Information:

Date Filed: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Received: \_\_\_\_\_

Decision:     (   ) Application Approved   (   ) Application Denied

Zoning Official's Signature: \_\_\_\_\_

Zoning Official's Review Checklist (To be completed by Zoning Official 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 (   ) Too small (Variance Required)

Dwelling Size:     (   ) Complies/Grandfathered (   ) Too small (Variance Required)

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

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

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Other Permits/Approvals Required:

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Approval/Conditions/Reasons for Denial (if necessary):

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