

**CITY OF HEADLAND**  
**Letter of Zoning Compliance**

The following is a list of items that need to be submitted in order for this compliance to be signed and approved.

1. Address of Property
2. Legal Description/Survey if no address is available
3. Plot Plan for proposed construction
4. Scaled Drawing of Proposed Improvement
5. Copy of Covenants and Restrictions if not on file with City
6. Letter from City as to Sewer availability
7. Letter from County that site is acceptable for septic tank if sewer is not available
8. Letter from City as to availability of water
9. Letter from County that site meets requirements for proposed well if applicable
10. Letter from ALDOT if applicable for drive way access to highway

List by number items submitted

\_\_\_\_\_

Date Submitted \_\_\_\_\_

Applicants Name \_\_\_\_\_

Telephone # \_\_\_\_\_

Current Property Address

\_\_\_\_\_

\_\_\_\_\_

Current Zoning \_\_\_\_\_

List Reviewed by \_\_\_\_\_

Zoning Compliance Approved by \_\_\_\_\_

\_\_\_\_\_

Date Approved \_\_\_\_\_

\_\_\_\_\_

If your property does not meet zoning requirements for your proposed improvement please follow direction below.

The City of Headland Requirements and Procedures for Zoning Change Requests are as follows:

1. At the time of application, a \$300.00 application fee must be paid to the City of Headland. Application fee is per each item to be considered for zoning change. Only one zoning change request per form.
2. Applicant must provide one of the three following documents; complete legal description, survey or plot plan of location to be considered for zoning change.
3. Applicant must provide contact information such as; telephone numbers and addresses.
4. Applicant must provide either proof of ownership of property to be considered or authority from owner of property to be considered.
5. All information should be forwarded to the office of the City Clerk; who will forward to the proper locations.

John A. Hewitt,  
Planning Commissioner