

UAB FACILITIES DIVISION STANDARD OFFICE INSTRUCTIONS

PROCEDURES FOR PROJECT ZONING AND PLANNING REVIEW FOR THE CITY OF BIRMINGHAM

PURPOSE:

To establish procedures for the identification and resolution of zoning and planning reviews of UAB Projects with the City of Birmingham. (Identification and resolution of engineering issues and associated variances from the Board of Adjustments are addressed in a separate SOI.)

DEFINITIONS:

Zoning Issue: Non-compliance of proposed building or use with the current zoning; requests for re-zoning of property.

Planning Review: Reviews of proposed projects for compliance with the UAB Master Plan, city design ordinances, street vacations, subdivisions, traffic/street requirements

Architect of Record: The registered outside contract Architect hired by the University to design a project. For in-house projects, the Director of Architecture & Engineering is the Architect of Record.

Submittal Requirements: Maps, drawings, renderings, technical data, checks and any other material required to file for a planning or zoning review.

Presentation Materials: PowerPoint presentations; other presentation tools utilizing the submittal requirements.

REQUIREMENTS:

- Identification of Zoning & Plan Review Issues
- Completed **Project Zoning & Plan Review Worksheet (+pzprcob.pdf)**
- Application for planning/zoning reviews
- Submittal/presentation to regulatory agencies/committees

PROCEDURES:

1.0 Identification of Zoning & Plan Review Issues

1.1 At the beginning of Schematic Design, the University's Project Manager transmits a Project Zoning and Plan Review Worksheet to the Architect of

Record for processing. The transmitted Worksheet shall identify the UAB Project Name, Number and Architect of Record.

- 1.2 The Architect of Record is responsible for identifying the current zoning of the project site and any other special planning considerations (such as the existence of a Design Review District, Historical District, Commercial Revitalization District, etc.).
 - 1.3 The Architect of Record should discuss the project with appropriate regulatory agencies to clarify planning and zoning requirements.
- 2.0 Project Zoning & Plan Review Worksheet
- 2.1 The Architect of Record completes the Worksheet, identifying the needed approvals and issues, submittal requirements, the submittal deadline and the hearing date(s).
 - 2.2 Within fifteen (15) business days after receipt of the blank worksheet, the Architect of Record submits the completed Worksheet to the UAB Project Manager. The Project Manager is responsible for following up with the Architect of Record to ensure a timely response.
 - 2.3 The UAB Project Manager transmits the completed Worksheet to the:
 - Executive Director of Campus Planning
 - Executive Director of Facilities Planning and University Architect
 - Director of Project Management Services
 - Director of Design/Build Services (for in-house projects)
 - Director of Architecture & Engineering (for in-house projects)
 - Central File
 - 2.4 Project Manager meets with the Executive Director of Campus Planning (EDCP) to review the worksheet and plan the hearings, as necessary.
- 3.0 Filing Applications for Planning/Zoning Reviews
- 3.1 The Project Manager, with support as required from the Architect of Record, is responsible for obtaining or generating all required submittal materials such as site plans, elevations, renderings, floor plans, project data, checks for submittal fees, etc. and providing them to the EDCP.
 - 3.2 The EDCP reviews the completed Worksheet and determines if any additional information or submittal information is required to proceed with the planning reviews. If additional submittal information or data is required, the Executive Director advises the Project Manager of the needed information and response date.
 - 3.3 The EDCP is responsible for filing applications and scheduling presentations with the neighborhood groups, regulatory agencies and other review entities. The EDCP will also advise the Project Manager of the dates and times of the presentations for coordination with the

Architect of Record. The Project Manager is responsible for ensuring that the Architect of Record has a representative at the hearings.

4.0 Submittal/Presentation to Regulatory Agencies/Committees

- 4.1 The EDCP is responsible for developing PowerPoint presentations and other presentation materials for the presentation, using the submittal materials provided by the Project Manager.
- 4.2 The EDCP makes the presentations to the neighborhood groups and the regulatory agencies, following up with an e-mail or letter to the Project Manager advising of the hearing outcome (approvals, denials, continuance, conditions imposed, etc.) and any need for further discussions or presentations.
- 4.3 Following conclusion of the hearings, the EDCP also forwards copies of any formal resolutions, agreements, or other correspondence regarding the hearings to:
 - Consultant Architect of Record
 - Project Manager
 - Executive Director of Facilities Planning & Design and University Architect
 - Director of Project Management Services or Director of Design/Build Services (for in-house projects), as applicable
 - Director of Architecture & Engineering (for in-house projects)
 - Central File
- 5.0 The Project Manager advises the Architect of Record of the hearing(s) outcome by e-mail or written correspondence with copies to the following persons for information:
 - Executive Director of Facilities Planning & Design and University Architect
 - Director of Project Management Services
 - Director of Design/Build Services (for in-house projects)
 - Director of Architecture & Engineering (for in-house projects)
 - Central File

NOTE: If there are any changes during the design construction of the project that would affect the planning or zoning approval, the Architect of Record is responsible for evaluating the changes and determining the impact of any required actions. If there is any impact, or need for reviews and approval, the Architect of Record shall complete a revised worksheet and submit it to the project manager for distribution.

(END OF PROCEDURES)