



GENERAL PROCEDURES FOR SUBMITTING APPLICATIONS TO THE PLANNING DEPARTMENT

Important Meeting Dates:

- **Planning Commission:** Meets on the *next to last Tuesday of each month at 3:15 p.m.* in the City Council Chambers of City Hall, 402 Lee Street N.E., Decatur, AL.
 - **Subdivision Committee:** Meets on the *Tuesday prior to the Planning Commission Meeting at 1:15 p.m.* in the Conference Room of the City Annex, 308 Cain Street N.E., Decatur AL.
 - **City Council Public Hearings:** **Please call to verify.**
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Important Due Dates:

Applications are due *21 days prior to Planning Commission meeting.*

Important:

- Provide a copy of the deed to the property showing current ownership.
- All applications submitted must be on Planning Department forms. Completed forms may be mailed or sent via email; no handwritten forms.
- Electronic submission in ".docx or PDF" format for documents and ".dwg/dxf" form for plats and surveys.
- All applications must be completed in their entirety. Incomplete applications will not be processed.
- Originals of all documents requiring signatures will be required.

Email to: planningcommissionapplications@decatur-al.gov

Should you have any questions concerning your application, please do not hesitate to contact the Planning Department at 256-341-4720. Our mailing address is:

City of Decatur, Planning Department • P.O. Box 488, Decatur AL 35602-0488
We are located in the City Hall Annex at 308 Cain Street N.E.