

APPLICATION REQUIREMENTS FOR ZONING AMENDMENT & PUBLIC HEARING APPLICATION CHECKLIST

APPLICANT_____

ADDRESS_____

TELEPHONE NUMBER_____

APPLICATION FOR_____

PART I

Date received

Applicant's authorization letter from the titleholder of the property _____

Review fees:

Zoning text amendment; \$500.00
Subdivision amendment; \$400.00 + \$10.00/acre
Site Plan review amendment \$400.00 + \$10.00/acre

Deposit for reimbursement of fees:

Zoning text amendment; \$5,000.00

Completed application 25 Copies _____

Survey of property 25 Copies _____

Legal description of property 25 Copies _____

Map showing location of property 25 Copies _____

Trust/Owners disclosure certificate (when in trust) _____

List of property owners, addresses, and PIN's within 250 feet
(Streets or alleys do not count as part of the 250 feet).
PIN's available at the township assessor's office.

PART II

To be completed after Part I has been submitted to the city and a hearing date has been assigned.

Copy of notification letter sent certified mail or hand delivered to property owners within 250 feet.

Sworn affidavit listing names, addresses, and PIN's of property owners within 250 feet and date certified letters sent or hand delivered. (Must be notified 15 days before the public hearing.)

Certified mail returned receipts from notices sent to property owners within 250 feet or signatures of property owners indicating receipt of notice.

ATTORNEY AND MISCELLANEOUS FEES

1. Attorney fees. Where the City incurs costs for the services of the corporation counsel in connection with any permit or application, the City shall charge to the applicant the costs of such services.
2. Miscellaneous fees. Where application or petition is made for relief, not otherwise provided for under this code, in connection with the use or development of land, the City shall charge to the applicant or petitioner its actual cost to obtain professional services, including, but not limited to, attorneys, engineers, planners, architects, surveyors, court reporters, and/or traffic, drainage or other consultants, its costs related to any required notices or recordations in connection with any petition or application filed by the applicant or petitioner.

The applicant will be responsible for:

- Preparing and publishing the announcement of the public hearing in a local newspaper.
- Paying the cost of the notice directly to the newspaper.
- Scheduling and paying for a court reporter for the public hearing.

REQUEST FOR ZONING AMENDMENT

Instructions to applicant: To request a change in the Zoning Map, a Request for Zoning Amendment form must be completed and public hearing held. If the Applicant is requesting that his/her property be rezoned, a site plan must be included with the application showing the information listed on the attached sheet. Normally there are only two primary reasons for a change in zoning: (1) the original zoning was in error, (2) the character of the area has changed to such an extent as to warrant rezoning. The burden of providing substantiating evidence rests with the Applicant.

1. Applicant information:

Name _____ Telephone # _____

Address _____
Street City Zip Code

2. Property interest of applicant:

Owner Contract purchaser

Lessee Other _____

3. Name of owner (if other than applicant):
(Attach additional sheets if necessary).

Name _____ Telephone # _____

Address _____
Street City Zip Code

4. Location of property:

Street address _____

Legal description (Lot, Block, and Subdivision): _____

PIN _____

5. Amendment to Map:

It is requested that the property described below and shown on the attached site plan be rezoned from _____ to _____.

6. Present zoning classification of the area _____

7. Present use of property (If any uses or buildings on the property are non-conforming, so state):

Request for zoning amendment continued

8. Reason for amendment:_____

9. I certify that all the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official for the purpose of inspection as may be required by law.

Signature of applicant _____ Date _____

Signature of owner (If different from applicant) _____ Date _____

DO NOT WRITE IN THIS SPACE--FOR OFFICE USE ONLY

Date of hearing_____ PIN_____

Notice published on_____ Zoning_____

Newspaper_____ Fee Paid_____ Check #_____

Action by Planning and Zoning Commission: _____ Date_____

Denied_____ Approved_____ Approved with modification by Commission_____

Comments: (Indicate other actions such as continuance)_____

SITE PLAN

A Site Plan must be attached or drawn below at a scale large enough for clarity showing the following information:

- A. Location and dimensions of: lot, buildings, driveways and off-street parking spaces.
- B. Distance between: buildings and front, side, and rear lot lines; principal building and accessory buildings; and principal buildings on adjacent lots.
- C. Location of: signs, easements, underground utilities, septic tanks, tile fields, water wells, etc.
- D. Any additional information as may reasonably be required by the City Administrator.
- E. Clearly indicate that portion of the Site Plan that is affected by the requested amendment.

Site plan review fee:

Final plan; \$400.00 + \$10.00/acre
Amendment; \$400.00 + \$10.00/acre

Deposit for reimbursement of fees:

Site plan review, up to 2.0 acres; \$2,000.00
Site plan review, greater than 2.0 acres; \$7,000.00

NOTICE OF PUBLIC HEARING TO SURROUNDING PROPERTY OWNERS

A request for a Zoning Amendment in the _____ Zoning District has been filed with the City of Marengo Planning and Zoning Commission by:

(Name of applicant)

The property in question is located at:

(Address)

The request, if granted, will permit the applicant to use the property in the following manner:

This notice is sent to you as an owner of property adjacent to or in the immediate vicinity of the property affected by this application.

The Planning and Zoning Commission will hold a Public Hearing on this application on _____, (Date)
at _____, in the City of Marengo Council Chambers, 132 East Prairie Street, Marengo, Illinois, (Time)
at which time you may express your views in person or by writing.

Written comments should be sent to the City Administrator, 132 East Prairie Street, Marengo Illinois 60152, prior to the public hearing.

This notice is sent to you, by the applicant, by order of the Chairman of the Planning and Zoning Commission.

Respectfully,

(Applicant)

SWORN AFFIDAVIT

I, _____ of _____
(Name) (Address)

hereby acknowledge that I have either hand delivered or sent by certified mail return receipt the attached notice for the Zoning Amendment on my property.

(Signature)

NOTARY SEAL

**City of Marengo Reimbursement of Fees Agreement (DEPOSIT)
Chapter 20 of the Marengo Municipal Code**

All checks to be made payable to: **City of Marengo** 132 East Prairie Street, Marengo IL 60152

815-568-7112

DEPOSIT: In the event it is deemed necessary for the City to obtain professional services including but not limited to the following: attorneys, engineers, planners, architects, surveyors, traffic or drainage experts, or others consultants, in connection with the petitioner's request for the City to consider or otherwise take action upon any annexation, zoning change, subdivision development or other development upon real estate property. This is to be an initial deposit to be credited against fees and costs incurred for the described information below. (Fees (deposits) are Not cumulative. Only the highest applicable deposit for a multi-part proceeding is required) (amount are shown in chart below)

INVOICES: Regular invoices shall be sent to the petitioner for costs incurred, and the petitioner shall remit to the City within 30 days of said invoice to maintain required deposit amount. Interest in the amount of 1.5 percent per month shall accrue on all sums outstanding for 30 days or more.

REFUND: Any surplus funds in the account of the petitioner after all costs are paid shall be returned after approved by the City Administrator or City Attorney, upon written request of the petitioner.

OWNER: Name of Property Owner: _____
 Owner's address: _____
 Telephone numbers: Daytime: _____ Evening: _____

PETITIONER: Name of Petitioner: _____
 Petitioner's Address: _____
 Telephone numbers: Daytime: _____ Evening: _____

LOCATION OF PROPERTY:
General location _____

Total acreage: _____ **Parcel Identification Number** _____ - _____ - _____

(If more than one please include all)
 (use additional page if necessary)

LEGAL DESCRIPTION: (attach as Exhibit A)

Exhibit B

Proceeding	FEE (deposit)	Proceeding	FEE (deposit)
Annexation	\$5,000.00	Appeal	\$400.00
Re-zoning, residential, per lot	\$500.00	Re-zoning, commercial	\$5,000.00
Special Use permit, residential	\$500.00	Special use permit, non-residential	\$500.00 per acre up to \$5,000.00
Zoning text amendment	\$5,000.00	Zoning variation, residential (1 lot)	\$500.00
Zoning variation, residential (2 or more lots)	\$1,000.00	Zoning variation, non residential	\$1,000.00
Zoning upon annexation	\$500.00 per acre, up to \$5,000.00	Subdivision or planned development, up to 2.0 acres	\$1,000.00
Subdivision or planned development, greater than 2.0 acres, but less than 20.0 acres	\$5,000.00	Subdivision or planned development, 20.0 acres or more	\$10,000.00
Site plan review, up to 2.0 acres	\$1,000.00	Site plan review, greater than 2.0 acres	\$5,000.00
Other improvement or development activity, individual residential	\$500.00	Other improvement or development activity, multi-lot residential or non-residential	\$1,000.00

City of Marengo: By: _____
 City Administrator

Date: _____

Petitioner: _____
 Owner