



Planning & Development Department Five Plaza Drive, Woodridge, IL Phone (630) 719-4711 Fax (630) 719-4906
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Village of Woodridge

APPLICATION FOR A ZONING MAP AMENDMENT (REZONING)

NAME OF PROJECT: _____

NAME OF APPLICANT(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE _____ FAX: _____

NAME OF PROPERTY OWNER(S): _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE _____ FAX: _____

NAME OF ATTORNEY OR AGENT: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE _____ FAX: _____

NAME OF ENGINEER: _____

ADDRESS: _____

CITY, STATE, ZIP: _____ TELEPHONE _____ FAX: _____

COMMON ADDRESS OR DISTANCE IN FEET AND DIRECTION OF SUBJECT PROPERTY FROM CLOSEST STREET INTERSECTION: _____

PERMANENT INDEX NUMBER(S) (PIN #) OF SUBJECT PROPERTY: _____

LEGAL DESCRIPTION: Attach legal description typed on separate 8.5 x 11" page(s).

AREA OF SUBJECT PROPERTY IN ACRES: _____

BUILDING SQUARE FOOTAGE (EXISTING AND PROPOSED): _____

CURRENT ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

CURRENT USE OF SUBJECT PROPERTY: _____

PROPOSED ZONING CLASSIFICATION OF SUBJECT PROPERTY: _____

PROPOSED USE OF SUBJECT PROPERTY: _____

PROPOSED IMPROVEMENTS TO SUBJECT PROPERTY: _____

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant a zoning map amendment for the subject realty as described in the attached plans and specifications, and do hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Property Owner(s): _____ Date _____



REQUIREMENTS FOR APPLYING FOR A ZONING MAP AMENDMENT (REZONING)

APPLICATION

The following is a summary of the requirements pertaining to applications for map amendments, also known as re-zonings. This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the property owner or owner's authorized agent. The application consists of the form on the first page of this packet and a series of checklists detailing the required submittal items pertaining to zoning map amendments. The original application and checklists, along with nine (9) copies, shall be submitted with the necessary plans. All plan sets must be folded and grouped prior to submittal. For more details on any of the requirements summarized here, please refer to the applicable sections of the Village Codes.

CHECKLISTS

The following checklists have two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing "NA" if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that plan review will not commence until the Planning and Development Department receives a complete application containing all required items.

Appl Staff
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APPLICATION FEE

The applicant must submit the an application fee in the form of a check, cashier's check, or money order made payable to the Village of Woodridge, in the total amount of:

\$500.00 for a Zoning Map Amendment (rezoning)

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APPLICATION

The applicant must submit an original complete application and checklist, along with nine (9) copies, for a total of ten (10) application sets.

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REIMBURSEMENT OF FEES AGREEMENT

The applicant will also be responsible for paying any and all costs associated with public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file a Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Village Ordinance No. 94-11. The agreement must be submitted with an original signature.

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FOUR REVIEW LIMITATION

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant's request, or in the opinion of the Village staff, more than four (4) plan reviews are required prior to the application being reviewed by the Plan Commission, the owner of the property, or agent thereof, shall pay to the Village \$500.00 for each plan review in excess of four (4). Review of the fifth (5th) and subsequent plan submittals will not commence until the \$500 fee has been paid.



Appl Staff

PROOF OF OWNERSHIP

In order to prove that the owner consents to the application for zoning relief, one of the following must be submitted:

- a) a current title policy report; or
- b) a deed and a current title search.

If the owner is not the applicant, an original letter of authorization from the owner permitting the applicant to act on his/her behalf is required.

If the owner or applicant is a Trust, a disclosure of all beneficiaries must be submitted.

If the owner or applicant is a Partnership, a disclosure of all partners must be submitted.

If the owner or applicant is a Corporation, a disclosure of all owners with an interest of at least ten percent (10%) must be submitted.

LEGAL DESCRIPTION

A legal description of the Subject Realty, i.e. the exact parcel of land for which the zoning relief is sought, must be submitted in both print and digital formats. The print version must be typed on 8½" by 11" paper (if necessary, more than one sheet may be used). The digital version must be submitted as a Word document on a floppy or compact disk. All legal descriptions must include the permanent index number(s) assigned to the Subject Realty and the common address(es) of the Subject Realty.

LIST OF PROPERTY OWNERS WITHIN 250 FEET

State Statute and Village ordinance requires that all owners of property located with 250 feet (exclusive of public rights-of-way) must be notified in writing of zoning public hearings. The applicant must supply the list of adjoining property owners by researching said information, for the most recent tax year available, from the Township Assessor or the County Treasurer or Supervisor of Assessments. This list can also be obtained, for a fee, from a title insurance company. By either method, the applicant must complete the attached affidavit, certifying that the information is complete and accurate.

The applicant will be required to notify the adjoining property owners of the public hearing date and time at least 15 days before the Plan Commission hearing date is to take place. Once the date for the Public Hearing has been set, staff will notify the applicant of the date as well as provide the applicant with a copy of the notice, cover letter, and mailing instructions. Green Return Receipt cards and white Certified Mail slips must be returned to staff no later than the Planning Commission Hearing.

PLAT OF SURVEY

The applicant shall submit **ten (10) copies** of a current plat of survey for the Subject Realty showing all existing improvements on the property, prepared by a registered Illinois Professional Land Surveyor. **Plats shall be folded** so as not to exceed 9" by 12" in folded size.



REVIEW BY OTHER AGENCIES

Appl Staff

Endangered Species Consultation

Rezoning requests for lands currently zoned as agricultural or other "open space" designation to one that would allow development shall be submitted for review. Approval of planned unit developments, special use permits, and preliminary and final subdivision plats are subject to this review process. The applicant shall file an application for an ***Endangered Species Consultation Agency Action Report with the Illinois Department of Conservation***. The applicant should list the *Village of Woodridge* as agency name, and *Five Plaza Drive, Woodridge, IL 60517* as the address. Also list the Village planner working on the case as the contact person on the application form so a copy of the response is returned to the Village. When such an application to the ***Illinois Department of Conservation*** is required, proof of a submitted application must be provided to the Village.