

## PLAN COMMISSION PROCEDURES REZONING

Obtain necessary paperwork from the Clerks Office (rezoning application).

Fill application out completely. The application will be submitted to the Building Commissioner for his review. Once the Building Commissioner has approved the application you will be contacted with the next available meeting date and meeting deadline.

Once your application has been approved, you will need to make thirty copies of the application along with any additional pictures or paperwork you would like included in the Plan Commission packet.

The original application, the correct fee and the thirty copies must be submitted to the City Clerks Office a minimum of 25 days prior to the meeting. There is no exception to this rule.

Once you have filed your paperwork along with the correct fee the City Clerks Office will submit a legal notice to the local paper, which is the Herald News. The Herald News will contact the petitioner and let you know how much the publication is going to cost. This must be paid in advance of publication by cash, check or credit card to the Herald News.

The petitioner must notify all property owners within 300 feet (500 feet for a PUD) of the property. Once you have obtained the property owners names, there are two ways to notify them.

If you are going to notify property owners by personal deliver, you will need to personally hand them a letter with their name and address on it and then have them affix their signature on the notifications sheets showing that they accepted the notice.

If you are unable to contact the property owner by personal delivery or if the property owner refuses to accept the letter by personal delivery, then a certified letter (property owners name and address must be on it) with return receipt will have to be sent.

Property owners should be notified of the meeting date a minimum of fourteen (14) days or sooner prior to the meeting. A signature sheet is attached to the application and there is also a sample letter enclosed for your convenience.

On the night of the meeting you will be required to submit to the secretary of the Commission, your paid receipt from the Herald News, your affidavit of notification notarized and copies of the return receipt cards if applicable. **If these items are not submitted the night of the meeting, your case will be tabled until the following month.**

The Plan Commission will either make a favorable/unfavorable recommendation to the Council. The City Council will hear the petition the first Monday of the following month unless it is a holiday.

If you have any questions regarding this matter please contact the City Clerks Office at (815) 741-5100 Monday through Friday from 8:00 a.m. to 5:00 p.m.

**CREST HILL PLAN COMMISSION  
APPLICATION FOR RECLASSIFICATION OF PROPERTY  
(REZONE/SPECIAL USE)**

APPLICANTS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: (legal description can be attached to this application)  
\_\_\_\_\_  
\_\_\_\_\_

COMMON ADDRESS OF PROPERTY: \_\_\_\_\_

LOT SIZE: Width \_\_\_\_\_ Depth \_\_\_\_\_ Area \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

EXISTING ZONING: \_\_\_\_\_

ADJOINING PROPERTIES ZONING CATEGORIES AND USES:

North of property: \_\_\_\_\_

South of property: \_\_\_\_\_

East of property: \_\_\_\_\_

West of property: \_\_\_\_\_

ZONING CLASSIFICATION REQUESTED: \_\_\_\_\_

PURPOSE OF REQUEST TO REZONE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PROPERTY INTEREST OF APPLICANT: \_\_\_\_\_

If applicant is not the owner, please supply the following:

NAME OF PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

I agree to be present in person or by counsel when the Plan Commission and City Council hear this rezoning request.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicants signature

NOTICE TO NEIGHBORING PROPERTY OWNERS

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_

Dear \_\_\_\_\_;

I have applied to the City of Crest Hill Plan Commission for a:

\_\_\_\_\_ zoning change \_\_\_\_\_ variation

\_\_\_\_\_ planned unit development \_\_\_\_\_ preliminary/final plat

Address of the property: \_\_\_\_\_

The request, if granted, would permit the use of the property in the following manner:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The Plan Commission will hold public hearing on my application on

\_\_\_\_\_, 20\_\_ at 7:00 p.m. at the City of Crest Hill  
Municipal Building, in the City Council Chambers, 1610 Plainfield Road at which time  
you may express your views in person.

If you have any questions regarding our request, please fee free to contact us at

( ) \_\_\_\_\_

\_\_\_\_\_  
OWNER OR PETITIONER

\_\_\_\_\_  
(PLEASE PRINT NAME)



ORDINANCE NO. 1117

AN ORDINANCE ESTABLISHING SUPPLEMENTAL NOTICE PROVISIONS FOR APPEARANCES BEFORE THE CREST HILL

Be it ordained by the City Council of the City of Crest Hill, Illinois:

Section 1: There is hereby added to the Crest Hill Zoning Ordinance Section 12.5-1.1, which Section shall read as follows:

"12.5-1.1 Filing Requirements

Whenever any provision of the Zoning Ordinance requires that notice of a property owner's or occupier's petition or other matter must be presented before the Plan Commission, the party presenting the petition must submit a legible copy of it to the City Clerk no later than twenty-five (25) days before the Plan Commission meeting at which it is to be presented."

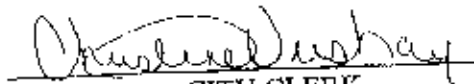

Section 2: There is hereby added to the Crest Hill Zoning Ordinance Section 12.5-1.2, which Section shall read as follows:

"12.5-1.2 Notification Requirements--Plats of Subdivision and P.U.D. Developments

Whenever a property owner or his agent seeks approval from the Plan Commission of a plat of subdivision or a planned unit development, the petitioner shall notify all surrounding property owners of the date, time and place he plans to present his preliminary plat or plan to the Plan Commission, no later than fifteen (15) days of the Plan Commission hearing thereon, giving a full description of the action he wishes the Plan Commission to take. This notice shall be performed in the same manner as the serving of notices for rezoning, variances, and special uses."

Section 3: This Ordinance shall take effect on January 1, 2000.

PASSED this 20<sup>th</sup> day of December, 1999.

  
CITY CLERK 

AYES: 8

NAYES: 0

ABSENT 0

APPROVED this 20th day of December, 1999.

Donald L. Randek  
MAYOR

ATTEST: Christine Cluskey 