



**PROCEDURE
FOR
FILING APPLICATIONS
FOR
REZONING OF LAND
OR
TEXT AMENDMENTS**

Questions regarding these procedures should be directed to J. Martin Olsen, Director of Community Development or Marge Linnane, Assistant Planning and Zoning Administrator at (630)260-6030.

**VILLAGE OF GLENDALE HEIGHTS
GENERAL INFORMATION**

| | | |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <u>Address:</u> | Glendale Heights Civic Center 300 Civic Center Plaza Glendale Heights, Illinois 60139 Community Development Department | <u>Telephone Number</u> (630) 260-6030 <u>Fax Number</u> (630) 260-1317 |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|

Regular Business Hours: Monday thru Friday 8:00 A.M. - 4:30 P.M.

Village Board Members

| | |
|----------------|-------------------|
| Linda Jackson | Village President |
| Ed Pope | District 1 |
| Sharon Fonte | District 2 |
| Scott Kibort | District 3 |
| Pat Maritato | District 4 |
| Chester Pojack | District 5 |
| Mary Schroeder | District 6 |

Plan Commission Members

| |
|--------------------------|
| Bob Ristich, Chairperson |
| James Baffa |
| Sohail Bari |
| Vic Macias |
| Doug Reimer |
| Phillip Ritchey |
| Kurt Preble |

Meeting Schedule:

Village Board Regular Meeting 1st & 3rd Thursday 7:30 P.M.
Village Board C.O.W. Meeting 1st & 3rd Thursday Following Reg. Mtg.
Plan Commission Regular Meetings 2nd & 4th Tuesday 7:30 P.M.
Plan Commission C.O.W. Meetings 2nd & 4th Tuesday 7:35 P.M.

Administrative Staff

| | |
|--------------------------------------------------------------|--------------|
| Donna Becerra, Village Administrator | 5331 |
| Roger Mabbitt, Asst. Village Administrator | 5314 |
| J. Martin Olsen, Director of Community Development | 5334 |
| Marie Schmidt, Village Clerk/Collector | 5333 |
| Mike Marron, Chief of Police | 5430 |
| Rachael Kaplan, Director of Public Services | 630-260-6040 |
| Bill Poling, Director of Finance | 5342 |
| Alex G. Dilan, Staff Engineer | 5325 |
| Cecelia Sullivan, Director of Parks, Recreation & Facilities | 630-260-6060 |

Telephone Extensions

Consultants

Engineering: Mr. Dan Lynch
Christopher B. Burke Engineering, LTD.
9575 West Higgins Road, Suite 600
Rosemont, Illinois 60018
Telephone (847) 823-0500

Legal: Mr. Donald J. Storino, President
Storino, Ramello, & Durkin Law Firm
9501 W. Devon
Rosemont, Illinois 60018
Telephone (847) 318-9500

**REZONING OF LAND
GENERAL INFORMATION**

I) PURPOSE:

To adapt to changing development and land uses, an amendment to the Zoning District Map (Rezoning) or Text of the Zoning Ordinance may be proposed by the property owner, lessee, contract purchaser, or other person having interest in a particular property.

II) CRITERIA:

In evaluating the suitability of a proposed amendment to the map or text, the Plan Commission and Village Board shall examine the following conditions:

1. Compatible With Use or Zoning of Environs

The proposed use or the uses permitted under the proposed zoning classification are compatible with existing uses or existing zoning of the property to which the amendment will apply and of property in the environs.

2. Supported by Trend or Development

The trend of development in the general area since the original zoning of the affected property was established supports the proposed use or zoning classification.

3. Consistent With Comprehensive Plan

The proposed use or zoning classification is in harmony with the objectives of the Comprehensive Development Plan of the Village.

4. Further Public Interest

The proposed use or zoning classification promotes the public interest and not solely the interest of the applicant.

**REZONING AND TEXT AMENDMENTS
PROCEDURE AT A GLANCE
AND
AVERAGE PROCESS TIME**

Target Date

| | | |
|----------|--------------------------------------------------------------------------|-------|
| Optional | Informal Hearing 1st or 3rd Tuesday | _____ |
| Start | File Application and Supporting Documents | _____ |
| | | |
| 15 Days | Mail and Publish Legal Notices | _____ |
| | | |
| 15 Days | Public Hearing - Plan Commission 2nd or 4th Tues. | _____ |
| | | |
| 14 Days | Plan Commission C.O.W. Mtg. 2nd or 4th Tues. | _____ |
| | | |
| 14 Days | Plan Commission Reg. Mtg. Recommendation | _____ |
| | | |
| 9 Days | Village Board C.O.W. Mtg. 1st or 3rd Thurs. | _____ |
| | | |
| 14 Days | Village Board Reg. Mtg. 1st or 3rd Thurs. First Reading of Ordinance | _____ |
| | | |
| 14 Days | Village Board Reg. Mtg. 1st or 3rd Thurs. Final Approval of Ordinance | _____ |
| | | |

95 Days TOTAL AVERAGE PROCESSING TIME

IMPORTANT NOTE: The schedule above provides the approximate time it will take to process your application for a Rezoning or Text Amendment. Please recognize that many variables can effect this schedule. For example, months with five (5) Tuesdays or Thursdays, Holidays, cancelled meetings, or full agendas can slow the process down. Difficult issues or additional information, i.e. a Traffic Study may add weeks to the schedule. Upon request, the Village Board may consider waiving the first reading on the ordinance which will save time.

PROCEDURES

The Owner/Applicant must initiate the procedure by submitting the following to the Department of Community Development. All written documents must be on standard 8 1/2 X 11" letter size paper. No legal size paper will be accepted. All blue prints or other large drawings must be folded separately.

I DOCUMENTS AND FEES TO BE SUBMITTED TO VILLAGE

- (1) The completed and signed application form. (Attachment I)
- (2) Evidence of applicants ownership of or interest in the subject property; and a complete disclosure of interest. (See Attachment II for additional information)
- (3) Application Filing Fee \$250.00
- (4) Application Deposit \$1000.00

All costs incurred by the Village for administrative, engineering, legal services, newspaper publication, etc. shall be applied against this deposit. Any costs incurred in excess of the \$1000.00 cash deposit shall be invoiced by the Village to the applicant who shall be responsible for payment of the invoice upon its receipt. Any remaining balance in the account after final action on the application shall be refunded.

- (5) A recent plat of survey (one year or less) and legal description prepared by a registered land surveyor of Illinois showing all the improvements thereon as it exists as of the date of application.
- (6) A typed list of surrounding property owners within 250' of the affected property according to the records of the County Treasurer or Township Assessor. Such list shall include the permanent parcel index number and the name, address and zip code of the record owner including trust numbers if applicable.
- (7) A map identifying the zoning district classifications of the property and of all other properties within 250 feet thereof.
- (8) A site plan showing the locations of all structures, parking and loading areas, open spaces, landscaping, yards, refuse and service areas, utilities, signs, and traffic accesses and circulation ways.
- (9) Architectural renderings, sketches and floor plans illustrating the appearance of the existing or proposed buildings.
- (10) A narrative statement describing the present and proposed use of the affected property or a description of the proposed text amendment. Include a statement of evidence that the proposed rezoning or text amendment conforms to the criteria setforth herein.

II SIGN DISPLAY AND LEGAL NOTICES

After the Director of Community Development has determined that a complete and accurate application has been filed a date for the Public Hearing will be scheduled. All applications must be received a minimum of 30 days prior to the date of the hearing.

(1) Sign Display

The applicant shall post a sign in the front yard of the affected property, facing a public street and no further than thirty (30) feet therefrom. The sign shall plainly state the type of zoning action requested and the scheduled date, time, and location of the public hearing thereupon. The Village will provide the suggested wording for this sign.

The sign shall have length and width dimensions of at least four (4') and eight (8') feet. The sign shall be erected no less than fifteen (15) days prior to the date of the scheduled public hearing and remain continuously in place until the public hearing is concluded but no more than ten (10) days thereafter.

(2) Written Notification

The Applicant shall, not more than thirty (30) days nor less than fifteen (15) days before the hearing, send written notice by certified mail, return receipt requested to the persons appearing on the list furnished by the applicant which notice shall contain:

1. the name and address of the applicant
2. the street address and legal description of the property affected by the application
3. the type of rezoning requested
4. the date, time, and location of the public hearing thereupon.

The Village will provide the suggested wording for this notice. A signed and notarized affidavit of mailing (see Attachment III) must be submitted to the Village together with the return receipts.

(3) Newspaper Publication

The Village shall publish a notice of the public hearing in the newspaper of general circulation in the Village at least fifteen (15) days but no more than thirty (30) days before the scheduled date of the hearing.

III THE PUBLIC HEARING

The Public Hearing will be conducted by the Glendale Heights Plan Commission. The applicants must be prepared to make a brief presentation in support of their application. Following the presentation, the meeting will be opened for questions and comments from the Plan Commission, Village Board, Village Staff, and the general public. Thereafter the hearing will be closed and the application scheduled for further review and discussion by the Plan Commission Committee of the Whole at a near future meeting.

IV PLAN COMMISSION ACTION

The Plan Commission shall hold a public hearing on the application. Within sixty (60) days after the close thereof, the Commission shall transmit to the Village Board written findings of fact pertaining to the Criteria for Zoning Amendments herein together with a recommendation for action on the proposed amendment.

V VILLAGE BOARD ACTION

The Village Board shall not act upon any proposed amendment until either it has received a report thereupon from the Plan Commission or until sixty (60) days have elapsed from the close of the public hearing.

The Village Board shall not approve an amendment unless it shall find that the amendment meets applicable Criteria for Zoning Amendments herein.

VI PROTEST

A written protest may be filed with the Village Clerk against a proposed amendment that is signed by the owners of at least 20 percent of the frontage of:

1. the property to be affected by the proposed amendment or,
2. the property immediately adjacent thereto or across an alley therefrom, or
3. the property having frontage directly opposite the frontage to be affected by the proposed amendment.

If such a protest is filed, the proposed amendment shall not be approved except by a vote of two-thirds of the Village Trustees currently holding office.

The protestor shall serve a copy of the protest upon the applicant and upon his or her attorney, if any, by certified mail.

VII REPEAL

If no development has taken place on the property affected by an amendment to the Zoning District Map within one year of the date of such amendment, the Plan Commission may hold a public hearing, after giving Public Notice as provided under Requirements for All Applications in the Administration section hereof, and recommend to the Village Board that such amendment be repealed and that the Map be amended to provide for a different zoning classification for the property.

VIII RESUBMISSION

No application for an amendment that has been denied by the Village Board shall be resubmitted within one year of the date of that denial except on the grounds of new factual evidence or a change in conditions found to be valid by the Plan Commission.

This restriction shall not, however, apply to a Map amendment proposing a different zoning classification than that denied by the Village Board.



A PROUD & PROGRESSIVE
VILLAGE FOR ALL PEOPLE

APPLICATION FOR AMENDMENT

ATTACHMENT I

Zoning District Map: _____ From: _____ To: _____
Zoning Ordinance Text: _____ Section No. _____

The undersigned petitions the President and Board of Trustees of the Village of Glendale Heights, Illinois, to consider the proposed amendment on property legally described in the application.

Date Filed: _____ Address Of Property: _____

Legal Description: Attach Exhibit A

APPLICANT

Name _____ Telephone (____) _____

Address _____ Fax No. (____) _____

Applicant's Interest: Owner _____ Lessee _____ Contract Purchaser _____

Other _____

OWNER(S)

Name _____ Telephone (____) _____

Address _____ Fax No. (____) _____

ATTORNEY'S

Name _____ Telephone (____) _____

Address _____ Fax No. (____) _____

The Applicant and Owner agrees to pay all costs incurred by the Village for administrative, and engineering and legal services for the review of this application and all supporting plans and documents.

Applicant's Signature _____ Date _____

Owner(s) Signature _____ Date _____

This application must be signed by the Owner of the property or his duly authorized agent. **UNDER PENALTIES OF INTENTIONAL MISREPRESENTATION AND OR PERJURY**, I declare that I have examined and or made this application and its is true and correct to the best of my knowledge and belief.

ATTACHMENT II

DISCLOSURE OF INTEREST

The party signing the application shall be considered the applicant.

An applicant must be the fee owner, trustee, beneficiary, contract purchaser, lessee, or option holder of the affected property or his or her agent or nominee.

- a. If the applicant is not the fee owner of the affected property, the application shall disclose the full names, addresses, and telephone numbers of all owners.

In addition, an affidavit of the fee owner or owners shall be filed with the application stating that the applicant has authority to make the application.

- b. Applicant or Fee Owner Is Corporation

If either the applicant or the fee owner is a corporation, the application shall disclose the names and addresses of the corporation's officers, directors, registered agents, and those shareholders owning in excess of five percent of the outstanding stock or interest in the corporation.

- c. Applicant is Trustee

If the applicant is a trustee, the full name, address, telephone number, and extent of interest of each beneficiary must be disclosed in the application.

- d. Applicant is Beneficiary, Agent, or Nominee

If the applicant is a beneficiary, agent, or nominee, the application must disclose the names, addresses, and telephone numbers of those parties on whose behalf he or she is acting.

- e. Applicant is Option Holder or Contract Purchaser

If the applicant is an option holder or contract purchaser a valid (unexpired, fully executed, enforceable) non-contingent (except for zoning and financing approval) contract or option to purchase the premises for which the application is being filed shall be submitted.

ATTACHMENT III

VILLAGE OF GLENDALE HEIGHTS

**STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)**

A F F I D A V I T

I (We), _____, being first duly sworn on oath deposes and says that I (we) have served in person or by registered or certified mail, return receipt requested, not less than 15 days nor more than thirty days prior to hearing date, copies of the notice which is attached hereto on the following named persons at the addresses indicated on the list attached hereto, which persons are the owners of record as indicated by the records of the Recorder of Deeds in DuPage County; or the persons, according to the records of the Township Assessor, who paid the general real estate taxes for the last preceding year on each parcel of lot of real estate within 250' of the real estate legally described as follows:

AFFIANT

AFFIANT

SUBSCRIBED and SWORN to before

me this ___ day of _____, 19__
