



City of Highland

Department of Public Works
Building and Zoning Division

Petition/Application for Zoning Amendment

Amendments may be proposed by any party in interest, the Council, the zoning administrator, the Zoning Board of Appeals, or the Plan Commission. Proposed alterations of district boundaries or proposed changes in the status of uses (permitted, special, prohibited) shall be deemed proposed amendments. The Council may amend the zoning ordinance in accordance with State law (Ill. Rev. Statutes, Chapter 24, Sec. 11-13-14) and the provisions of the zoning ordinance.

The zoning amendments will be reviewed by the Plan Commission to determine its consistency with Highland's comprehensive plan and the impact of zoning amendments on public utilities and traffic circulation.

NAME **PHONE**

ADDRESS

STATE the existing use(s), zoning and legal description of the property in question. _____

STATE the existing use(s) and zoning of other lots in the vicinity of the property in question. ____

STATE the suitability of the property in question for uses already permitted under existing regulations. _____

STATE the suitability of the property in question for the proposed uses. _____

STATE the trend of development in the area of the property in question, including any changes which may have occurred since the property was initially zoned or last rezoned. _____

STATE the effect the proposed rezoning would have on implementation of this municipality's comprehensive plan. _____

STATE the effect the proposed use would have on public utilities and on traffic circulation on nearby streets. _____

STATE any other pertinent information the administrator may require. _____

Draw to scale, on the attached sheet, the location of the property in question and its relationship to existing adjacent lots in the vicinity and the area and dimensions of the site for the proposed amendment.

Show the existing and proposed screening, landscaping and erosion control features on the site, including parking area.

***INCOMPLETE APPLICATIONS WILL BE RETURNED**

DATE

SIGNATURE

FEE FOR ZONING AMENDMENT:

\$100.00 (NONREFUNDABLE)

RECEIPT # _____

DATE PAID _____

BUILDING PERMIT # _____

SITE PLAN

SCALE: _____ IN = _____ FT

ZONING AMENDMENT INFORMATION SHEET (REZONING)

The City Council may amend the zoning ordinance in accordance with State law (Ill. Rev. Statutes, Chapter 24, Sec. 11-13-14) and the provisions of this ordinance. Proposed alterations of district boundaries or proposed changes in the status of uses (permitted, special, prohibited) shall be deemed proposed amendments. Amendments may be proposed by the Council, the zoning administrator, the Zoning Board of Appeals, the Plan Commission or any party in interest.

The zoning amendments will also be reviewed by the Plan Commission to determine its consistency with Highland's comprehensive plan and the impact of zoning amendments on public utilities and traffic circulation. The Plan Commission, after its review, will immediately submit an advisory report to the Zoning Board of Appeals for its review.

The Plan Commission and the Zoning Board of Appeals meet the first Wednesday of each month. Applications/ petitions for zoning amendments shall be submitted to the City's Building and Zoning Office approximately one (1) month prior to the scheduled meeting date. Every applicant for a zoning amendment shall complete the City's provided form and submit to the administrator, or appointed representative, for transmittal to the Plan Commission and Zoning Board of Appeals, together with any comments or recommendations he may wish to make.

PUBLIC HEARING NOTICE

The Zoning Board of Appeals shall hold a public hearing on every amendment proposal within a reasonable time after said proposal has been submitted. At the hearing, any interested party may appear and testify, either in person or by duly authorized agent or attorney. Notice indicating the time, date, place of hearing and the nature of the proposed amendment shall be given, in accordance with State Law, not more than thirty (30) days nor less than fifteen (15) days before the hearing: (1) by first class mail to all parties whose property would be directly affected by the proposed amendment; and (2) by publication in a newspaper of general circulation within this municipality.

ADVISORY REPORT – FINDINGS OF FACT

Within a reasonable time after the public hearing, the Zoning Board of Appeals shall submit their advisory report to the Council. The report shall state the Zoning Board of Appeals' recommendations regarding adoption of the proposed amendment and their reasons therefore. If the effect of the proposed amendment would be to alter district boundaries or to change the status of any use, the Zoning Board of Appeals shall include in their advisory report findings of fact concerning each of the following matters:

- A. Existing use(s) and zoning of the property in question;
- B. Existing use(s) and zoning of other lots in the vicinity of the property in question;
- C. Suitability of the property in question for uses already permitted under existing regulations
- D. Suitability of the property in question for the proposed uses;
- E. The trend of development in the vicinity of the property in question, including changes (if any) which may have occurred since the property was initially zoned or last rezoned;
- F. The effect the proposed rezoning would have on implementation of this municipality's comprehensive plan; and

G. The effect the proposed use would have on public utilities and on traffic circulation on nearby streets.

ACTION BY COUNCIL

The Council shall act on every proposed amendment at their next regularly scheduled meeting following submission of the Zoning Board of Appeals' advisory report. Without further public hearing, the Council may pass any proposed amendment or may refer it back to the Zoning Board of Appeals for further consideration, by simple majority vote of all the members then holding office.

EXCEPTION

The favorable vote of at least two-thirds (2/3) of all the members of the Council is required to pass an amendment to this ordinance when the proposed amendment is opposed, in writing, by (1) the owners of twenty percent (20%) of the frontage immediately adjoining or across an alley therefrom, or (2) by the owners of twenty percent (20%) of the frontage proposed to be altered, or (3) by the owners of twenty percent (20%) of the frontage directly opposite the frontage proposed to be altered. (ILL. Rev, Statutes, Chapter 24, Sec. 11-13-14)

FEES

A nonrefundable fee of \$100.00 for application for ordinance amendment (rezoning) to be paid by applicant at the time application is submitted or filed.

By directive of Highland IL City Council all petitioners, or a representative, must attend the Plan Commission, Zoning Board of Appeals and/or City Council meetings (whichever applies to their particular request). If there is no representation the petition will be removed from the agenda and placed on the next month's agenda.

***INCOMPLETE APPLICATIONS WILL BE RETURNED**