

# CITY OF WASHINGTON, ILLINOIS

## APPLICATION FOR REZONING

To have a complete application for a rezoning, you must submit the following:

- Signed and completed application
- Plat showing subject property and all adjacent properties – See below for plat requirements
- Ownership documentation (lease, deed, mortgage, etc.)
- Accurate legal description obtained from the Warranty Deed
- Application fee of \$100 payable to the City of Washington

Address or location of property: \_\_\_\_\_

Property Tax ID (PIN) number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Current zoning classification of the property: \_\_\_\_\_ Proposed zoning classification of the property: \_\_\_\_\_

Current use of the property: \_\_\_\_\_

Proposed use of the property: \_\_\_\_\_

Does the proposed zoning meet the City's Comprehensive Plan?      YES      NO

If not, what unique characteristics about your property warrant a rezoning? \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone Number of Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

I would like to receive correspondence by:    \_\_\_ Mail    \_\_\_ Email    Email address: \_\_\_\_\_

### **PLAT REQUIREMENTS:** Your rezoning plat must show:

- The subject property and all adjacent properties (including across rights-of-way)
- Each property shall be labeled to show the owner or business name, address, current zoning, and proposed zoning
- Adjacent rights-of-way, streets, roads, railroads, waterways, and other physical features

**PUBLIC HEARING:** Your case will be referred with staff's recommendation to the next regularly scheduled Planning and Zoning Commission meeting for a public hearing. The Planning and Zoning Commission meets the first Wednesday of every month at 6:30 p.m at the Washington Fire Department at 200 N. Wilmor Road. At the Planning and Zoning Commission meeting, you will present your request. The Planning Commission will consider the following factors before making their recommendation to the City Council:

1) Existing uses and zoning of nearby property; 2) Extent to which property values are diminished by particular zoning restrictions; 3) Extent to which destruction of value of some property promotes health, safety, morals or general welfare of the public; 4) Relative gain to public compared to hardship imposed upon individual property owners; 5) Suitability of property for zoned purposes; 6) Length of time property has been vacant as zoned, considered in context of land developed in vicinity; 7) Community need for the proposed use; and 8) Compatibility with the Comprehensive Plan.

**Certification:** *To the best of my knowledge, the information contained herein, and on the attachments, is true, accurate, and correct, and substantially represents the existing features and proposed features. Any error, misstatement, or misrepresentation of material fact or expression of material fact, with or without intention, shall constitute sufficient grounds for the revocation or denial of the proposed Rezoning.*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Owner*

\_\_\_\_\_  
*Date*

After receiving a completed application, the City Clerk will file notice of your request with the local newspaper and with the adjoining property owners. If you have any questions, please contact Jon Oliphant, Planning & Development Director at (309) 444-1135.

FOR OFFICE USE ONLY      Case No.: \_\_\_\_\_

Fee Paid? Y / N      Date: \_\_\_\_\_

Plat Submitted? Y / N      Date: \_\_\_\_\_

Documentation of Authority Submitted: \_\_\_\_\_

Date to go before the Planning and Zoning Commission: \_\_\_\_\_

Commission Action: \_\_\_\_\_

## **CITY OF WASHINGTON, ILLINOIS**

### **Procedure for Requesting a Rezoning**

1. The City strongly encourages all petitioners to schedule a pre-application meeting with the planning and development staff to discuss the request.
2. The Petitioner must submit a **completed** application to the Planning and Development Director along with the \$100 fee for providing Legal Notice and conducting the Public Hearing. The completed application must include a full legal description of the property from the warranty deed, a copy of the deed or lease showing control of the property, and a site plan.
3. If the property is used for anything other than single- or two-family residential dwelling units and there will be either a change in use or expansion of use (that requires a building permit) on the property, landscaping and screening requirements will apply. A landscaping plan must be submitted with the application and approved by the City Planner.
4. Application must be made seven (7) days prior to the publication date of the Legal Notice. The legal notice must be published in a local newspaper at least fifteen (15) days prior to the Planning and Zoning Commission meeting, which is typically held on the first Wednesday of each month.
5. The public hearing must be held by the Planning and Zoning Commission at least fifteen (15) days but not more than thirty (30) days prior to the first reading at City Council.
6. Attendance is required at the public hearing. Once your case is opened for discussion, the chairman will ask you to briefly state the nature of your request. You may have a representative make this statement on your behalf if you wish.
7. Following the public hearing, the Planning and Zoning Commission will make a recommendation to the City Council to either approve or deny the rezoning.
8. The City Council will hold two readings for the rezoning request. The first reading is generally held the first meeting following the public hearing. The second reading is generally held the second meeting after the public hearing. In most cases, your request will be approved or denied at the second reading.

**Please contact Jon Oliphant, Planning & Development Director, at 309-444-1135 with questions.**