

## ZONING DISTRICT MAP AMENDMENT (REZONING) PROCEDURE

A proposal for a change in district classification (rezoning) may be initiated by either the City Council, the Combined Planning and Zoning Board or by application of the owner of property affected.

1. Pre-Application Conference: A pre-application conference shall be required prior to submission of any application for rezoning pursuant to Section 90.057.
2. Application & Fee: A proposal for a zoning district amendment shall be filed with the Administrative Official on forms provided herein along with a \$200.00 review and processing fee as required pursuant to Section 90.067 of the City's Zoning Code. An application shall not be scheduled for public hearing until the application form has been fully completed, the filing fee paid, and all required information submitted.
3. Public Notice- City: The Office of the Administrative Official shall be responsible for having an official notice of the public hearing published in a newspaper of general circulation at least fifteen (15) days prior to the hearing. The Office of the Administrative Official shall be responsible for following the administrative procedures for a zoning district amendment as prescribed in the adopted zoning regulations. The notice shall fix the time and place of the hearing and shall describe generally the change requested.
4. Notice to Neighbors- City: It shall be the City's responsibility to submit a notice of intent to surrounding property owners by regular mail **no less than 15 days prior to the scheduled meeting date**. The notice shall contain the time and place of the public hearing and a statement regarding the purpose of the hearing, including, but not limited to, the location of the subject property(s) being considered for rezoning, the existing and proposed zoning classifications and proposed uses for the site. (Notice must entail a minimum of 250 feet from the applicant's property lines).
5. Public Hearing: The Combined Planning and Zoning Board shall hold a public hearing at which time citizens and parties of interest shall have an opportunity to be heard. In order to amend, the Combined Planning and Zoning Board shall consider the following matters, pursuant to Section 90.084 of the Zoning Code, prior to recommending approval or disapproval of a proposed zoning district:
  - a. Existing use and zoning of the property in question;
  - b. Existing use 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 requirements;
6. Combined Planning and Zoning Board Recommendation: The public hearing may be adjourned from time to time and upon its conclusion, within a reasonable time after the public hearing on a zoning amendment the Combined Planning and Zoning Board shall submit their advisory report to the Council. This recommendation shall be submitted along with an accurate record of the public hearing. The report shall state the Combined Planning and Zoning Board recommendations regarding adoption of the proposed amendment, and their reasons for said action. If the effect of the proposed amendment would be to alter district boundaries or to change the status of any use, the Combined Planning and Zoning Board shall include in their advisory report findings of fact concerning each of the following matters:
  - a. Existing use and zoning of the property in question;
  - b. Existing use 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 requirements;

- d. Suitability of the property in question for the proposed uses;
  - e. The type, density and character 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 City's comprehensive plan;
  - g. The effect the proposed use would have on public utilities and on traffic circulation on nearby streets;
  - h. Whether the proposed amendment is consistent with the City's Comprehensive Plan and this Chapter;
  - i. Whether the proposed amendment promotes the health, safety, quality of life, comfort and general welfare of the City;
  - j. Adequacy of public utilities, traffic circulation and other needed public services;
  - k. Compatibility of the proposed amendment to the existing character of the neighborhood;
  - l. The extent to which the zoning amendment may detrimentally affect nearby property; and
  - m. Suitability of the uses to which the property has been restricted under its existing zoning.
7. Decision by Council: The Council shall act on every proposed zoning amendment at their next regularly scheduled meeting following submission of the Combined Planning and Zoning Board' advisory report. Without further public hearing, the Council may pass any proposed amendment or may refer it back to the Combined Planning and Zoning Board for further consideration, by simple majority vote of all the members then holding office.
8. Appeal: The favorable vote of at least two-thirds of all the members of the Council is required to pass an amendment to this chapter when the proposed amendment is opposed, in writing, by the owners of 20 percent of the frontage proposed to be altered, or by the owners of 20 percent of the frontage immediately adjoining or across an alley there from, or by the owners of 20 percent of the frontage directly opposite the frontage proposed to be altered. (See 65 ILCS 5/11-13-14.)

**EXHIBIT "A"**  
**CITY OF HIGHLAND, ILLINOIS**  
**Rezoning Application**

Return Form to:

Administrative Official  
City of Highland  
2610 Plaza Drive  
Highland, IL 62249  
(618) 654-7115  
(618) 654-5570(fax)

For Office Use Only

Date Submitted: \_\_\_\_\_  
Filing Fees: \_\_\_\_\_  
Date Paid: \_\_\_\_\_  
Date Advertised: \_\_\_\_\_  
Date Notices Sent: \_\_\_\_\_  
Public Hearing Date: \_\_\_\_\_  
Determination: \_\_\_\_\_

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**APPLICANT INFORMATION:**

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Owner: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PROPERTY INFORMATION:**

Street Address or General Location of Property: \_\_\_\_\_

Property is Located In (Legal Description): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Present Zoning \_\_\_\_\_ Requested Zoning: \_\_\_\_\_ Acreage: \_\_\_\_\_

Present Use of Property: \_\_\_\_\_

**SURROUNDING LAND USE AND ZONING:**

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____

South	_____	_____
East	_____	_____
West	_____	_____

**RELATIONSHIP TO EXISTING ZONING PATTERN:**

1. Would the proposed change create a small, isolated district unrelated to surrounding districts? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Are there substantial reasons why the property cannot be used in accordance with existing zoning? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**CONFORMANCE WITH COMPREHENSIVE PLAN:**

1. Is the proposed change consistent with the goals, objectives and policies set forth in the Comprehensive Plan? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Is the proposed change consistent with the Future Land Use Map? Yes \_\_\_ No \_\_\_\_\_

**UNIQUE CHARACTERISTICS OF PROPERTY AND ADDITIONAL COMMENTS:**

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

**THE FOLLOWING MUST ACCOMPANY YOUR APPLICATION:**

1. One copy of a legal description of the property proposed to be rezoned.
2. One copy of a statement describing the impact of the proposed change, including any traffic conditions that may result; any danger from fire hazards; how the proposed change may affect the character of the surrounding properties; and how the proposed change will benefit the City of Highland.
3. If the proposed zoning is a Planned Use or requires a special use permit, the rezoning application shall be accompanied by a use permit application defining the specifically requested use or list of uses.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Date



# City of Highland

Community Development Department  
Building and Zoning Division

Combined Planning & Zoning Board  
City of Highland  
2610 Plaza Drive PO Box 218  
Highland IL 62249

Date Attachment Received: \_\_\_\_\_

### SUMMARY OF PROPERTY OWNERS

Please attach a **stamped copy** of the computer listing of the most recent tax records available from Madison County Maps & Plats for the subject property and Names and Addresses of all property owners within 250 feet of subject property boundaries, **excluding adjacent right-of-ways**.

**Subject Property Address:** \_\_\_\_\_

**Parcel ID Number:** \_\_\_\_\_

**Property Owner Name:** \_\_\_\_\_

This listing must be returned to the Building & Zoning Department, 2610 Plaza Drive, P.O. Box 218 Highland IL. 62249 by:

\_\_\_\_\_

Failure to provide the listing by this date will result in placement of your petition on a following agenda. **NO EXCEPTIONS.**

I HAVE READ AND UNDERSTAND THE ABOVE CITY OF HIGHLAND PETITION TO THE COMBINED PLANNING & ZONING BOARD REQUIREMENTS

NAME (Signature) \_\_\_\_\_

NAME (please print) \_\_\_\_\_

DATE \_\_\_\_\_