



City of West Chicago

Community Development Department
475 Main Street, West Chicago, IL 60185
Phone: (630) 293-2200 x 131 / Fax: (630) 293-1257

Requirements for a Text Amendment

As set forth in the City of West Chicago Zoning Ordinance Section 5.6:

It is strongly suggested that the petitioner schedule an appointment with the city staff at the time of submittal so that the application submittal documents can be reviewed for accuracy and completeness.

Items required with this application

*Submit **ten (10) copies** of each of the following for review.*

- ❑ Completed Application
- ❑ *Text Amendment fee - \$600*

In addition to the application fee, a \$500.00 deposit shall be required for all text amendment applications. In the event that multiple applications requiring a deposit are being requested simultaneously, only one deposit, equal to largest deposit required, shall be paid with the application fees. Upon notification by the City, the deposit shall be replenished if the fees incurred exceed the initial deposit amount, and staff review shall cease until such time as the deposit is replenished. Any remaining balance on a deposit shall be refunded in a timely manner once all fees have been paid.

All required items shall be submitted together. Staff review shall not begin until staff has determined that all required items have been submitted and are complete. All documents shall be folded to fit into a legal size folder. Staff may request other documents as deemed necessary.

Public Hearing Notification Procedures

Once city staff has determined the public hearing meeting date, the applicant shall be required to complete the required public hearing notification. The notification shall be completed no sooner than thirty (30) days and no later than fifteen (15) days prior to the public hearing meeting date. The applicant shall have city staff approve the content of the public hearing notification prior to the notification being released. The applicant shall send a notice of public hearing to the Daily Herald according to the attached example. The notice may be sent to the Daily Herald via e-mail at legals@dailyherald.com or contacting them at (847) 427-4671 for alternate options. At the public hearing meeting, the applicant shall then provide city staff with a copy of the notice of public hearing published in the Daily Herald and the attached sworn affidavit signed and notarized.

Approval Procedure

1. Applicant files all of the required items.
2. Staff reviews the documents. If corrections are required, the applicant shall be asked to revise and resubmit the documents.
3. When the documents are satisfactory, staff shall schedule the public hearing for consideration by the Plan Commission/Zoning Board of Appeals.
4. Staff shall notify the applicant of the Plan Commission/Zoning Board of Appeals public hearing meeting date and the applicant shall complete the public hearing notification. Staff shall also request an additional thirty (30) copies of any documents as deemed necessary. The applicant shall provide the copies to the Community Development Department ten (10) days prior to the scheduled meeting date. The copies shall be 11" x 17" in size and folded to fit in a legal size folder.
5. The Plan Commission/Zoning Board of Appeals shall conduct the public hearing and provide a recommendation to the City Council.
6. The case shall then be reviewed by the Development Committee, which shall also provide a recommendation to the City Council.
7. The City Council shall review both recommendations and vote on the request.



Application for a Text Amendment

Date Rec'd ___/___/___
Fee Paid? _____
Case # _____
For office use only

Applicant Information

(Name)

(Address)

(Phone #)

(Fax #)

(E-mail Address)

Text Amendment Being Requested

State exactly what text is proposed to be modified. Please cite relevant paragraphs of the City Code by section number.

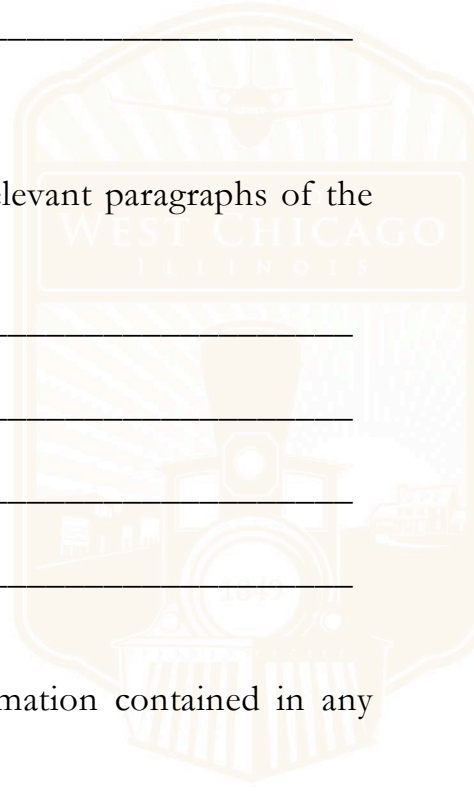
Signature

I certify that all the information provided above and the information contained in any documents submitted herewith is true and accurate.

In addition to the application fee specified above, I agree to reimburse the city for any professional services or costs, including, but not limited to, attorneys, engineers, planners, architects, surveyors, or other consultants fees that are incurred by the city, in its sole and exclusive discretion, that would be associated with the City of West Chicago providing a formal recommendation on the text amendment request.

(Signature of Applicant)

(Date)



Notice of Public Hearing

A public hearing before the City of West Chicago Plan Commission/Zoning Board of Appeals will be held on **(insert the public hearing date)** at 7:00 P.M. at West Chicago City Hall, 475 Main Street, West Chicago, Illinois, to consider the following matter:

Case **(insert the case number)**

(insert the petitioner and/or business name and address), petitions the City of West Chicago for a **(insert the type of requesting referencing specific sections of the Zoning Code)** of the West Chicago Zoning Ordinance. The proposed amendment will **(insert an explanation of proposed amendment)**.

All interested persons are invited to attend said hearings and be heard. Written comments will be accepted at these hearings and also at the Community Development Department located in the West Chicago City Hall prior to the hearing date. The application is on file and available for inspection at the Community Development Department, West Chicago, Illinois. This notice is being published by order of the Chairman of the City of West Chicago Plan Commission/Zoning Board of Appeals.

Published in the Daily Herald on **(newspaper will insert the publication date)**

