



ZONING ORDINANCE TEXT AMENDMENT REVIEW PROCEDURE

[APPROXIMATE 3-6 MONTH TOTAL REVIEW TIME]

Pre-Application Meeting: Schedule a meeting to meet with Planning & Zoning Staff to discuss your proposal, the Text Amendment requirements, the Text Amendment review process, and the application for a Text Amendment. This meeting is defined as a pre-application meeting and takes place at Village Hall at the Community Development Department. [Departments Phone Number: 847-599-7550]

Application Submittal Meeting: After the pre-application meeting has occurred, schedule a meeting with a Planning Staff member to submit the completed Text Amendment application to Planning & Zoning Staff. This will be an informal meeting (10 minutes) at the front counter of the Community Development Department where staff will verify that the application has been properly filled out, the fees have been paid, and that the correct materials have been submitted.

(Note: Six (6) copies of all information must be submitted with application (only need 1 copy of application).)

Village Staff Review: Village of Gurnee Planning & Zoning staff will review the application and provide written comments to applicant within approximately 15-20 business days. The applicant must resubmit documentation as required back to staff for an additional 5-10 business day staff review. [Note: If the applicant does not satisfy the staff comments, this process could go back and forth multiple times.] When the staff review is complete, staff will schedule a public hearing for the first available Plan Commission & Zoning Board of Appeals Joint Public Hearing Meeting.

Plan Commission & Zoning Board of Appeals Meeting: Upon submittal of a complete application and all information required for review, the applicant shall submit Twenty (20) copies of all information (including application) for a Public Hearing conducted by both the Plan Commission and the Zoning Board of Appeals. [Please refer to the Zoning Ordinance for additional details regarding the public hearing timing.]

Both the Plan Commission and the Zoning Board of Appeals, within sixty (60) days after the close of the public hearing on the proposed Text Amendment, will make written Findings of Fact and Recommendations to the Village Board of Trustees [or in other words, they will make a recommendation of approval or denial].

Village Board Meeting: Upon receipt of the Findings of Fact and Recommendations of the Plan Commission and Zoning Board of Appeals, the Village Board will act upon the proposed application for the Text Amendment. The decision reached by the Village Board shall take into account the submitted Findings of Fact and Recommendations. If the Village grants a Text Amendment, the said amendment shall be included in an ordinance passed by the Village Board.

PLEASE KEEP THIS DOCUMENT FOR YOUR RECORDS



The Village of
Gurnee

325 N. O'Plaine Road; Gurnee, IL 60031;
phone 847.599.7550; fax: 847.623.9475 website: www.gurnee.il.us

Updated: 9/2010



ZONING ORDINANCE TEXT AMENDMENT APPLICATION

VILLAGE OF GURNEE COMMUNITY DEVELOPMENT DEPARTMENT

TO BE COMPLETED BY THE APPLICANT:

Date: _____

Applicant Information (primary contact person)

Name _____

Address: _____

Phone Number: _____ Fax: _____

Email: _____

Owner Name (if different than applicant)

Name _____

Owner Address: _____

Phone Number: _____ Fax: _____

Email: _____

Proof of Standing provided: _____

Proof of ownership, control, authorization, etc.-attach with application materials)

PAYMENT OF FEES (\$500 - checks payable to: Village of Gurnee)

PROPOSED TEXT AMENDMENT: A general description of proposed change, as well as the exact Section of the Zoning Ordinance that is proposed to be changed (additional pages should be used if necessary):

Routing (To/Date)

Office Use

- Planning (orig.) _____
- Building Safety _____
- Fire Prev. Bureau _____
- Police _____
- Public Works _____
- Engineering _____

Date Received:



JUSTIFICATION OF PROPOSED TEXT AMENDMENT (SECTION 13.10.4):

Please include adequate evidence indicating compliance with the following items. Conscientious answers will prove helpful as they are considered by the Plan Commission and Zoning Board of Appeals in their Findings of Fact and Recommendations to the Village Board of Trustees concerning the proposed Zoning Text Amendment [Applicant may address these standards on a separate document submitted with this application as long as "See attached document" is illustrated in each of the sections below.]:

Applicant's response to the Plan Commission's standards:

- 1. The effect the Zoning Text Amendment would have on comprehensive planning in the community and the extent to which the proposed amendment would be consistent with Gurnee's planning objectives.

Applicant Justification: _____

- 2. The extent to which the Zoning Text Amendment will ameliorate a condition in the zoning ordinance which is not conducive to proper community planning; e.g. the need for the amendment.

Applicant Justification: _____

- 3. The degree to which all property owners in the community, zoned in similar classifications, would be benefited or affected by the Zoning Text Amendment; and, the extent to which the proposed amendment would or would not benefit or affect one (1) or a selected and small group of property owners only.

Applicant Justification: _____

- 4. The extent to which any formal, written protest pertaining to the proposed amendment, in accordance with Article 13, Section 13.16 herein, can be substantiated on a factual basis.

Applicant Justification: _____

5. Please list any other items which you feel the Plan Commission should consider pertaining to the proposed Zoning Text Amendment.

Applicants response to the Zoning Board of Appeals standards:

1. The consistency of the proposed Zoning Text Amendment with other provisions in the Gurnee Zoning Ordinance.

Applicant Justification: _____

2. The extent to which the Zoning Text Amendment will ameliorate a condition in the Gurnee Zoning Ordinance which is, from a legal or administrative standpoint, deficient.

Applicant Justification: _____

3. The need for the Zoning Text Amendment.

Applicant Justification: _____

4. Whether or not the proposed Zoning Text Amendment, if adopted, will require other provisions of this Ordinance to be changed or modified and, if so, the way in which the Ordinance will have to be further modified and amended.

Applicant Justification: _____

5. The extent to which any formal, written protest pertaining to the proposed amendment, in accordance with Article 13, Section 13.16 herein, can be substantiated on a factual basis.

Applicant Justification (additional pages should be used if necessary): _____

6. Please list any other items which you fell the Zoning Board of Appeals should consider pertaining to the proposed Zoning Text Amendment.



ADDITIONAL SUPPLEMENTAL INFORMATION: The following supplemental information shall be provided at the time of submission. Failure to provide any of the following information will delay the review process:

1. Project Description, including answers to all of the requested information regarding the PC & ZBA standards for said proposed Text Amendment as illustrated in this application. If the applicant prefers, a separate letter may be provided that addresses these questions. (If a separate letter is provided, please format your letter the same way as the application (i.e., A, B, B1, . . .B9) so it is easy for staff to identify the responses to the questions.
2. If required by Village Staff, submittal of documentation illustrating how other communities regulate the subject for which you are proposing the text amendment. The documentation needs to include, at the very least, the community name, section of the code that is being referenced, the source of the code language (did you get it online, at the community?), when the code language was received and a contact at the community for which you are comparing.
3. Any other supporting supplemental information that you wish to provide regarding your proposed text amendment.

Applicant hereby certifies that: (1) All statements and other information submitted as part of this application are true and correct to the best of the applicants knowledge; and (2) APPLICANT HAS READ AND UNDERSTANDS ALL INFORMATION IN THIS PACKET.

Signature of Applicant from P.1

Date

Signature of Owner from P.1 (if different from the applicant)

Date