



REZONING/SPECIAL USE APPLICATION

COMMUNITY DEVELOPMENT CENTER
921 S. STATE ST.
Lockport, IL 60441

www.lockport.org

MAIN: (815) 838-0549 Option #4
FAX: (815) 588-0111

REZONING / SPECIAL USE APPLICATION

City Project #: _____

COMMUNITY DEVELOPMENT DEPARTMENT

921 S. State Street, Lockport, Illinois 60441

Telephone: (815) - 838- 0549 Option #4

_____ **Rezoning** _____ **Special Use**

Applicant: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

OWNERSHIP VERIFICATION

Check the following which applies and include supporting documentation.

- _____ Applicant is owner of the subject property and is the signer of this application, and has attached a copy of title.
- _____ Applicant is the contract purchaser of the subject property and has attached a copy of said contract.
- _____ Applicant is acting on behalf of the beneficiary of a trust. A notarized letter from an authorized trust officer identifying the applicant as an authorized individual acting in behalf of the beneficiaries and providing the name, address and percentage of interest of each beneficiary is attached to this executed application.
- _____ Applicant is acting on behalf of the owner (notarized letter of consent from owner required)

SUBJECT PROPERTY INFORMATION:

LOCATION: _____

NUMBER OF ACRES: _____ TAX PARCEL # _____

PRESENT ZONING: _____ PROPOSED ZONING: _____

CURRENT USE: _____ PROPOSED USE: _____

FIRE DISTRICT:

- () Lockport Township
- () Homer township
- () Northwest Homer Township
- () Other _____

SCHOOL DISTRICT (S):

- () Fairmont Elementary Dist #89
- () Taft Elementary Dist #90
- () Milne-Kelvin Grove Dist #91
- () Homer Township Consolid. Dist #33c
- () Ludwig-Reed-Walsh Dist #92

PARK DISTRICT:

- () Lockport Township
- () Other _____

OTHER INTERESTED PARTIES

CONTACT PERSON: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

LAND OWNER: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

LAND PLANNER: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

SURVEYOR: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

ENGINEER: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

ATTORNEY: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

OTHER: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

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SUBMITTAL REQUIREMENTS

(All items required)

- Typed summary of request.
- If there will be modifications to the building or site then details pertaining to the modifications must be submitted.
- One (1) original completed application form.
- Payment of application fee.
- Evidence of ownership of the land proposed to be zoned, or, where the developer does not own such land, written notarized permission from the owner.
- Photographs of existing sites and structures, surrounding land uses, and structures that adequately convey the character of the area.
- 5 copies Plat of Survey including a Legal description of the property (to scale).
- Electronic copy of legal description. Email to City Planner at time of submittal.

I certify that all exhibits and information presented herewith is complete and accurate to the best of my knowledge.

Signature of Applicant

Date

Internal Use Only:

Application Received Date: _____ Initials: _____

Approved by P.C. Date: _____ Initials: _____

Approved by C.C. Date: _____ Initials: _____

Comments: _____

Application Fee \$ _____

APPLICATION REVIEW PROCESS—A SUMMARY

1. PRE-APPLICATION CONFERENCE

Every applicant is encouraged to participate in a pre-application conference to initiate the review process for each new development, zoning change, special use permit or subdivision. The pre-application conference allows the applicant to familiarize themselves with the City's development objectives and procedures, and to learn about any special circumstances that may exist or be applicable to the subject property.

The request for pre-application conference should be made to the City Planner not less than five (5) working days prior to the desired date of the conference. If the applicant has any maps, data, or other information which may be necessary to illustrate or describe the characteristics of the proposed development, the developer shall deliver to the City Planner five (5) copies of such information at the time of the request for a pre-application conference.

2. STAFF REVIEW

The City Staff shall review each zoning application and any accompanying drawings, supporting documentation and statements in order to determine whether such application is consistent with all City requirements, the Comprehensive Plan and the Zoning Code.

The City Staff shall distribute such drawings, and supporting documentation to such City departments, consultants, or other persons as may be necessary. Each department and agency will be given a minimum of 2-3 weeks to review the material.

- Planning and Zoning
- Engineering Department
- Fire Department
- Police Department
- Park District
- School Districts

The City Staff will receive any comments and or concerns in writing from each department. The City Planner may meet with the applicant and other departments to discuss the comments and or concerns.

3. PLAN & ZONING COMMISSION REVIEW

When an application is placed on an upcoming Plan and Zoning Commission agenda notice of the public hearing must be completed at least 15 days prior to the hearing. As part of the hearing notice the applicant is responsible for installing the hearing sign(s) on the subject property. City staff will send certified letters to required property owners and place notice in the local paper.

Upon completion of the Staff review of the application the City Planner shall prepare a staff report and recommendation based upon his/her evaluation of the proposal and the input from other departments and agencies. The City Planner shall circulate copies of the application and any drawings, statements, and a report of compliance or non-compliance to the Plan and Zoning Commission.

The Plan & Zoning Commission is responsible for interpreting the City's development goals and objectives and making recommendations concerning land use and land development in the City to the City Council. The Plan & Zoning Commission relies upon the recommendations of the City Staff and Consultants and the input of the public in determining its course of action on each development application. The Plan & Zoning Commission

may accept, reject, or modify any Staff recommendation. It is the responsibility of the applicant to present the facts pertinent to his case. It is the applicant's responsibility to demonstrate that the criteria for approving or granting the requested application have been satisfied.

4. CITY COUNCIL REVIEW

The final decision for each application rests with the City Council. The City Council may accept, reject or modify the Plan & Zoning Commission recommendation, as provided in the Lockport Development Code and in the Zoning Ordinance. The City Council's action is final.

5. REVIEW STANDARDS

When reviewing applications for a rezoning or special use Lockport's Zoning Ordinance provides review standards which aid in the City staff's and City officials review. Below is a summary of the review standards. Certain uses have additional standards and more detailed information can be found in Chapter 156 Zoning of Lockport Municipal Code at www.amlegal.com.

REVIEW STANDARDS FOR A SPECIAL USE: Section 156.122 of the Lockport Zoning Ordinance provides the Standards for Special Use Permits. A special use permit shall be granted only if evidence is presented to establish that:

1. The proposed building or use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of the public and will contribute to the general welfare of the neighborhood or community.
2. The proposed building or use will not have a substantial adverse effect upon the adjacent property, the character of the neighborhood, traffic conditions, utility facilities, and other matters affecting public health, safety and general welfare.
3. The proposed building or use will be designed, arranged and operated so as to permit the development and use of neighboring property in accordance with the applicable district regulations.
4. The other standards and criteria as are established by this chapter for particular special uses as set forth in §156.123 and as applied to planned developments under §§ 156.140 through 156.151.

REVIEW STANDARDS FOR A REZONING: When reviewing zoning cases it is customary to apply the following criteria. The criteria is often referred to as the "LaSalle Standards" since the majority of the criteria or standards were the result of a case involving LaSalle National Bank. Most governing bodies use a form of these standards to aid in the determination if a zoning change is acceptable.

1. The existing uses and zoning of nearby property.
North =
South =
East =
West =
2. The extent to which property values are diminished by the particular zoning restriction.
3. The extent to which the destruction of plaintiffs' property values promote the health, safety, morals or general welfare of the public.
4. Relative gain to the public compared to the hardship imposed upon the property owner.
5. The suitability of the subject property for the zoned purposes.
6. The length of time the property has been vacant as zoned considered in the context of land development in the vicinity.
7. Community need for the proposed land use.
8. The care with which the community had undertaken to plan its land use development.

APPLICATION FEES

The following nonrefundable fees shall be charged for all rezoning and special use applications. These fees are payable at the time an application is filed with the City.

1. Application fee.

Upon presentation of an application for rezoning or special use, the applicant shall pay a non-refundable application fee of \$500 plus \$10 per acre of land or fraction thereof in the proposed request.

2. Staff review fee.

- a. Upon presentation for an application for rezoning or special use, the applicant shall pay a non-refundable staff review fee in the following amount:

Project Size (acres)	Rezoning	Special Use Permit
0 to 3	\$500	\$500
3.01 to 5	\$750	\$750
5.01 to 10	\$1,000	\$1,000
10.01 or more	\$1,500	\$1,500

- b. In addition to the above fees for rezoning and special use applications, the applicant shall be obligated to reimburse the City of Lockport for any fees incurred by the city for hiring professional consultants (legal, engineering, land planning, financial or other professional consultants) that may be required in the review of the application.
- c. 15% fee of the total charges of all outside consultants shall be added as an administrative fee.
- d. All proceedings in connection with the rezoning, special use permit or planned development shall be stayed until such sum so designated is submitted to the city as required.
- e. All proceedings with regard to the rezoning, special use permit, or planned development shall be stayed until subsequent demands for payment of fees shall be submitted.
- f. Any demand or subsequent demand of the city not paid by the applicant within ten days of the date of the demand shall, at the discretion of the City Council and upon written notice to the applicant, terminate and render null and void the proposed rezoning, special use permit, or planned development application.
- g. **ALL FEES ARE SUBJECT TO CHANGE**

GENERAL NOTES

- All applications must to be submitted to the Planning Department, located in the Community Development Center at 921 S. State Street.
- Staff reserves the right to postpone any application to a future meeting if information is incomplete or if agenda is full.
- Applicants or their representative must be present at the scheduled meetings or their case will be tabled to the next available meeting.
- The dates in this schedule may change without notice. Applicants are urged to confirm all dates with Staff prior to filing an application. Tabled cases are not guaranteed a spot on the next Plan & Zoning Commission Agenda.
- All submittals will be reviewed for compliance with the requirements of the submittal process as well as the requirements of the Zoning and Development Code. Failure to meet the requirements may result in an incomplete application and subsequent delay of the petition.