



**Petition Form for
Rezoning**

For Office Use Only

Address of Subject Property: _____

Docket Number: _____

Signed Affidavit Dated: _____

To the Petitioner:

Anyone who requests that the Village change the present zoning of a parcel or parcels of land within the corporate limits of the Village of Elk Grove Village must first complete this petition in all its entirety. The contents of this petition are as follows:

- Petition
- Review considerations – Standards for Rezoning
- Proposed use
- Documentation of location
- Disclosure of ownership
- Procedures and fees required

Please read the entire petition and complete every section as thoroughly as possible. If you have any questions, please call the Village Manager's Office at (847) 357-4010.



PETITION FOR REZONING
VILLAGE OF ELK GROVE VILLAGE

We, the undersigned, being owners of record of the following described real estate, do hereby request that the following legally described real estate be rezoned from: _____

to _____

for the following proposed use: _____

Permanent Real Estate Tax Index No. _____

Assessed Valuation²⁰ _____

(last 3 years) 20 _____

20 _____

- Attach Legal Description of Property

Owners of Record:

Print Name: _____ Signature: _____

Print Name: _____ Signature: _____

(Address City, State)

Phone: _____ Fax: _____

Email: _____

Petitioner's Name:

Print Name: _____ Signature: _____

(Address City, State)

Phone: _____ Fax: _____

Email: _____

(Attach additional sheets if necessary)



Standards for Rezoning – Petitioner must prepare a Letter of Transmittal considering, but not limited to, the following questions.

- Land Use:
 - Existing use and zoning of the property
 - Proposed use and zoning of the property
- State how the Rezoning is necessary for the public convenience at the location.
- State how the Rezoning will fit the essential character of the locality in which it is to be located.
- State how the location and size of the Rezoning, the nature and intensity of the operation involved in or conducted in connection with it, the size of the site in relation to it, and the location of the site with respect to streets giving access to it, shall be such that it will be in harmony with the appropriate and orderly development of the district in which it is to be located.
- State how the location, nature and height of buildings, walls and fences, and the nature and extent of the landscaping on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings, or will not impair the value therefor.
- State how the property in question cannot yield a reasonable return if permitted to be used only under the condition allowed by the current zoning regulations, and why this is the highest and best use.



Disclosure of Ownership

1. When submitting documentation required for the Petition of Subdivision, the petitioner is required to submit fifteen (15) packets of all required and supporting documentation for the petition. **The petitioner is required to submit fifteen (15) packets of the following information:**

- A **Letter of Transmittal** as described on the on the previous page.
- Copies of current **Plat of Survey** of the property including legal description, location of existing buildings and structures.
- Copies of all **covenants, conditions, or restrictions** concerning types of improvements, setbacks, area or height requirements, occupancy or use limitations, etc., placed on the property and now of record.
- A copy of most recent receipted **tax bill**.
- Current property **photographs** and **renderings** of the property, if applicable.
- Proposed **Site Plan**, if applicable.

If property is:

- Owned by the individual(s);
 - **Title Tract Search**, or
 - **One copy of the latest recorded deed with affidavit**
- Administered by a trust;
 - **One certified copy of the trust agreement, trust deed and a list of beneficiaries**

* Has the property been, or is now, the subject of any other action by the Village? _____
If yes, give details: _____

VILLAGE OF ELK GROVE VILLAGE, ILLINOIS
Petition for Rezoning

I - INITIATION:

If a property owner wishes to have his property rezoned, a petition (application attached) must be made to the Mayor and Board of Trustees:

A. Documents required (15 Packets of all submitted information):

1. **Petition** (attached) completed in full.
2. Current evidence of **Title to property**.
3. **Plat of Survey**, no smaller than 11" x 17" or larger than 30" x 36", of the property showing:
 - a. The location, size and use of all existing buildings and structures.
 - b. The proposed use of the property.
 - c. Which portion, if any, of the subject property is in the flood plain.
4. **Legal description of the property**.
5. **Photographs**, both areial and land based, of the area for which the Rezoning is requested.
6. Any additional supporting documents for the petition.

B. Fees:

Submit a check made payable to the Village of Elk Grove Village to meet the following:

1. \$150.00: Filing Fee.
2. \$250.00: Deposit to cover the cost of a court reporter's transcribing the public hearing procedures before the Plan Commission. The petitioner is responsible for payments in excess of the \$250.00 fee, should the deposit be insufficient to cover actual costs.

Documents and fees are to be submitted to the Village Clerk's Office, 901 Wellington, Elk Grove Village, Illinois 60007.



II - REVIEW AND PROCESSING:

Upon receipt of the petition for Rezoning and fees, the Village Clerk will forward the petition to the Village Manager's Office which will:

- A. Examine the request for compliance with the above requirements for information, documents and fees. Incomplete inquiries will be returned to the petitioner for his action. Step "B" will be taken when all petition requirements have been fulfilled.
- B. Distribute petition and required documents for departmental review and comment. Departments will submit written comments to Village Manager's Office within 10 business days of distribution.
- C. Department comments will be communicated to applicant for correction on revised plans. Should revisions need to be made to your petition, you will need to submit revised plans and the Departments will have 10 business days to submit written comments.
- D. When your application is determined to be complete by staff, the petition will be presented to the Board of Trustees for consideration to schedule a public hearing before the Plan Commission.
- E. In consultation with the hearing body, a date will be schedule for the public hearing to be held. The Village Clerk will notify you in writing when the hearing date is established and enclose a copy of the legal notice for your record.
- F. Once a hearing date is set, your petition will be sent to the Plan Commission. The Plan Commission will hold a public hearing on the petition as required by State Statute. The Plan Commission will submit its recommendation and finding of fact to the Mayor and Board of Trustees for a final action.

III - PUBLIC HEARINGS:

- A. It should be noted that the Petitioner must be present at the public hearing or letter of authorization from the owner for counsel and/or authorized agent to represent the owner. (See attached Resolution No. 29-90)
- B. Advertisement Procedures:

The Village has established certain procedures and outlined the responsibilities for the processing of petitions and notifications of interested individuals prior to the conducting of a public hearing. We solicit your cooperation in discharging your responsibility as the petitioner.

After your application is determined by the Village to be complete and the Board of Trustees has approved the petitioner for a public hearing before the Plan Commission, the Village will:

1. Notify the petitioner in writing when the hearing date is established and enclose a copy of the legal notice for your record.
2. Prepare and place the legal notice for publication in a newspaper of general circulation within the Village of Elk Grove Village not more than 30 days nor less than 15 days in advance of such hearing.



3. Prepare and distribute notices of the public hearing to all property owners and/or residents within 300 feet of the subject property under petition, and other interested parties if deemed necessary.

Written notice shall be served in person or by mail not more than 30 days nor less than 10 days prior to the scheduled public hearing date.

As the PETITIONER, it is your responsibility:

1. To post at each street frontage of the subject property, a wooden or metal sign(s) four (4) feet by eight (8) feet in size with letters of specified size as to be clearly legible to public view on the nearest public way, for at least ten (10) consecutive days prior to the public hearing. The sign(s) shall list, briefly:
 - a. The nature and purpose of the hearing.
 - b. The common address or location of the property in question.
 - c. The approximate area size of the subject property.
 - d. The time and place of the hearing.(See Attached "Sample Signage for a Public Hearing" Example)
2. To remove the sign(s) within five days after the public hearing is held.

Based on the above procedures the minimum time required between receipt of your complete petition and a public hearing on your petition will be at least forty-five (45) days. Due to meeting schedules, newspaper publication schedules, and other petitions under consideration more than 45 days may be necessary before your hearing can be held.

IV - FINAL ACTION:

Upon receipt of the recommendations and findings of fact from the Plan Commission, the Mayor and Board of Trustees at a Village Board Meeting will:

- A. Deny the request.
- B. Approve the request with or without modification.
- C. Adopt appropriate ordinance.



Site Visit Authorization

I hereby grant employees of the Village of Elk Grove Village, their agents, and members of the Elk Grove Village Plan Commission permission to enter on the property located at the following:

Address: _____

Visual inspection of the site must be accomplished during reasonable hours. This permission is granted in regards to Elk Grove Village Plan Commission Petition for the above-cited property.

Signature of Owner Date

If Owner is a Corporation
Or
Partnership

By _____

Title Date

If property is Leased

Signature of Lessee

If Lessee is a Corporation
Or
A Partnership

By _____

Title Date

SAMPLE SIGNAGE FOR A PUBLIC HEARING

- Signage must be posted on each street frontage of the subject property.
- Sign must be constructed of wood or metal.
- Size of the sign must be four feet (4') by eight feet (8') with letters of sufficient size as to be clearly legible to public view.
- Sign must contain at a minimum, the information listed below:
 - a. The nature and purpose of the hearing.
 - b. The common address or location of the property in question.
 - c. The approximate area size of the subject property.
 - d. The time and place of the hearing.

NOTICE OF PUBLIC HEARING	
For the Purpose of _____	6"
Location: _____ Address of Property in Question Property Identification Number	3"
Size of the Property: _____ X.XX Acres	6"
Date of Public Hearing: _____	Wednesday, Month Date, Year
Time of Public Hearing: _____	7:00 P.M.
Public Hearing Address: _____ Charles J. Zetek Municipal Complex Council Chambers 901 Wellington Avenue	3"
For Details, Please Contact the Village Clerk's Office at (847) 357-4040	

The sign(s) must be posted at least ten (10) consecutive days prior to the public hearing. In addition, the sign(s) must be removed within five days after the public hearing is held.