



CITY OF WATERLOO

100 West Fourth Street
Waterloo, IL 62298
(618) 939-8600

Date: _____

PROCEDURES TO REQUEST A ZONING AMENDMENT

A Zoning Amendment is a change by the municipal authority to amend the City's Zoning Code Book or the Zoning Map.

- 1) Petition forms may be obtained at City Hall. They must be completed and returned to the Zoning Administrator no later than the 15th day of the month preceding the Planning Commission and Zoning Board of Appeals meetings. A fee of \$200.00 is required along with a 2-3-paragraph "letter of intent" explaining your intentions and reasons for the petition. Address it to "The Planning Commission and Zoning Board of Appeals".
- 2) The Planning Commission reviews these petitions at City Hall on the 2nd Monday of the month. The next Planning Commission Meeting is _____ at _____ p.m. Once the Planning Commission has reviewed the petition, they pass it on the Zoning Board of Appeals with a positive or negative recommendation.
- 3) The Zoning Administrator will supply you with a blank notification letter. This letter is to be completed and sent to all owners of land adjacent to and across from streets and alleys from the subject property. The letters are to be sent at least fifteen days, but no more than 30 days, prior to the Zoning Board of Appeals Meeting. You must provide proof of the certified mailings to the Zoning Board. Proof is defined as the Post Office receipt and/or the returning green cards from the mailings. You are to present these receipts at the Zoning Board of Appeals Meeting of the petition.
- 4) The Zoning Board of Appeals monthly meetings are held at City Hall. The next scheduled meeting is _____ at _____ p.m.
- 5) It is necessary for the applicant or an appointed person to represent the petition at **EACH** meeting.
- 6) Following the Zoning Board of Appeals Meeting, the applicant will receive a letter informing them of the decision of the Zoning Board.

REQUEST FOR ZONING AMENDMENT

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date of Hearing: _____

Fee Paid to City Clerk: \$ _____

Date Hearing Held: _____

Newspaper: _____

Building Permit App. No. _____

Date Published: _____

Recommendation of Planning Commission:

Recommendation of Zoning Board of Appeals:

Denied

Denied

Approved

Approved

Approved with Modification

Approved with Modification

Date: _____

Date: _____

Action by City Council:

Denied

Approved

Ordinance No. _____

Approved with Modification

Date: _____

Instructions to Applicants: To request a change in either the zoning map or text, this application for a zoning amendment must be completed and a public hearing held. If the applicant is requesting that his property be rezoned, a site plan must be included with the application showing the information listed on the attached sheet. Normally there are only two primary reasons for a change in zoning: 1) the original zoning was in error; 2) the character of the area has changed to such an extent as to warrant rezoning. The burden of substantiating evidence rests with the applicant.

A notice of the hearing must be published in a newspaper of general circulation in the local area at least 15 days prior to the hearing. The publication cost must be paid by the applicant prior to the hearing. The applicant will be notified by mail of the time and place of the hearing at least 10 days prior to the hearing date. The applicant or his attorney or duly-authorized agent must appear at the hearing and present his case to the Zoning Board of Appeals/Planning Commission.

Name of Applicant(s): _____ Phone: _____

Address: _____ Zip: _____

Property Interest of Applicant:

Owner Contract Purchaser Lessee Other: _____

Name of Owner(s), If other than applicant: _____

_____ Phone: _____

Address: _____ Zip: _____

An amendment to the Zoning Ordinance is requested as follows:

A. () Amendment to Text:

It is requested that Section _____ of the Zoning Ordinance be amended as follows:

Reason for Amendment: _____

B. () Amendment to Map:

It is requested that the property described below and shown on attached site plan be rezoned from _____ to _____.

Address of Property: _____

Legal Description of Property: _____

Present Use of Property: _____

Proposed Use Of Property: _____

Reason for Amendment: _____

Name of adjacent property owners:

NAME	ADDRESS	PRESENT USE

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Waterloo, for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Date: _____ Applicant: _____

Date: _____ Owner: _____