

# City of Kewanee – Plan Commission

401 E. Third Street, Kewanee, Illinois 61443  
 phone 309-852-2611 ext 267 fax 309-259-6333

## APPLICATION FOR REZONING – SPECIAL USE – TEXT AMENDMENT

<b>1. Type of Request</b> <i>(Check all that apply)</i>	
<input type="checkbox"/> a) Rezoning	Current Zoning: _____ Proposed Zoning: _____
<input type="checkbox"/> b) Special Use	Proposed Special Use: _____
<input type="checkbox"/> c) Text Amendment	Section Proposed: _____

<b>2. Property Information</b>	a) Address(es): _____
	b) Tax ID Number(s): _____
<i>Attach additional sheets if necessary</i>	

<b>3. Land Owner Information</b>			
Name		Company	
Address	City	State	ZIP+4
Phone	Fax	Email	
We, the undersigned, have read and understand the attached instructions and will furnish the requested information to the Health, Building and Zoning Officer and to the Plan Commission.		Signature of Owner	Date

<b>4. Applicant Information</b> <i>(if different from owner)</i>			
Name		Company	
Address	City	State	ZIP+4
Phone	Fax	Email	
We, the undersigned, have read and understand the attached instructions and will furnish the requested information to the Health, Building and Zoning Officer and to the Plan Commission.		Signature of Applicant	Date

**(Do not Write Below This Line - For Official Use Only)**

Filed with the HBZ Officer on \_\_\_\_\_ Filed with the City Clerk on \_\_\_\_\_  
 Signature of HBZ Officer \_\_\_\_\_ Signature/Seal of City Clerk \_\_\_\_\_  
 Legal Notice Published on \_\_\_\_\_ Post Card notices mailed on \_\_\_\_\_

**Case Disposition**

Plan Commission hearing held on \_\_\_\_\_. The vote was \_\_\_\_\_ ayes \_\_\_\_\_ nays thus this was RECOMMENDED/NOT RECOMMENDED to the City Council.  
 City Council Action on \_\_\_\_\_. The vote was \_\_\_\_\_ ayes \_\_\_\_\_ nays thus this was GRANTED / DENIED by the City Council. Ordinance # \_\_\_\_\_, passed \_\_\_\_\_.

**APPLICATION FILING INSTRUCTIONS FOR  
REZONING, SPECIAL USES AND TEXT AMENDMENTS**

1. Application blanks are available at [cityofkewanee.com](http://cityofkewanee.com) or Kewanee City Hall, 401 E. Third Street, Kewanee, Illinois.
2. An application must be filed early enough, (24 days prior to a hearing date at a minimum), to allow a legal notice to be published in the local newspaper at least fifteen days prior to the scheduled hearing. Applications are to be filed with the HBZ Officer. The HBZ Officer will file with the City Clerk.
3. Applicants may file on behalf of an owner, but the owner of record must either sign the application or execute a notarized affidavit authorizing the applicant to represent the owner during the application process.
4. Application must be filled out in full.
5. The Plan Commission normally meets on the 4<sup>th</sup> Thursday of each month at 7:00 p.m..
6. Applicant or his representative must appear in person at the hearing.
7. Applicant shall provide the following supplemental information at the time of filing of their application. An application shall not be considered complete unless all information necessary is filled in on the application and all necessary supplemental information is provided.

**REQUIRED INFORMATION CHECKLIST**

**REZONING:**

<p>_____ Completed Application.</p>
<p>_____ Filing fee of \$200.00.</p>
<p>_____ A plat of the property to be rezoned showing property measurements. This plat shall show all buildings and permanent obstructions, their measurements and distances in relation to each other and to the property lines. This plat shall show adjoining property and buildings thereon.</p>
<p>_____ Copy of property deed.</p>
<p>_____ Provide a list of all property owners within 300 feet of any portion of the property on the application. This list shall be obtained from the Tax Assessor's Office.</p>

**SPECIAL USE:**

_____ Completed Application.
_____ Filing fee of \$200.00.
_____ A plat of the property to be rezoned showing property measurements. This plat shall show all buildings and permanent obstructions, their measurements and distances in relation to each other and to the property lines. This plat shall show adjoining property and buildings thereon.
_____ Copy of property deed.
_____ Provide a list of all property owners within 300 feet of any portion of the property on the application. This list shall be obtained from the Tax Assessor's Office.
_____ Written narrative containing information on: (a) The name(s) and mailing addresses of the property owner(s) and proposed business operators; (b) The name and nature of the business and activities to be conducted on the property; (c) The proposed hours of operation, if applicable; (d) A written description of the proposed use that includes pertinent information concerning the proposed use. This written description must also explain the need for the proposed use at the petitioned site. This written description must also include a description of how the request satisfies the review standards found in City Code §155.157-(C), excerpted below.
_____ A detailed site plan drawn to scale and dimensioned including: 1. All buildings and structures, existing or proposed, on the site. 2. Traffic access and circulation at the site. 3. Parking and loading areas. 4. Utility services such as water, sanitary sewer, electricity, natural gas, phone, cable, and storm sewers. 5. Setbacks and spaces between buildings. 6. Walls, fences, and landscaping and their location, height, and materials. 7. Sign types, locations and sizes. 8. Location and design of exterior lighting sources. 9. Trash and recycling facilities;
_____ A detailed floor plan of any existing or proposed buildings or structures drawn proportionally and showing dimensions of the uses within each room and the location of all walls and partitions including their height and material of construction, the location of all doors and windows, including sizes, materials and coverings if any;

\_\_\_\_\_ All other information required to provide an explanation as to how the proposed project will comply with the requirements of this chapter and such other information as the HBZ Officer shall deem appropriate.

**3 criteria for granting a Special Use Permit from §155.157-(C) of the Kewanee City Code:**

“(C) Determination. The Plan commission shall then make its findings and recommendations to the Council within 30 days following the date of public hearing on each application. The Council may then authorize a special use as defined herein by specific ordinance, provided the evidence presented is such as to establish beyond reasonable doubt:

- (1) That the proposed use at the particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience, and will contribute to the general welfare of the neighborhood or community;
- (2) That such use will not, under the circumstances of the particular case, be detrimental to the health, safety, morals or general welfare of persons residing or working in the vicinity or injurious to property values or improvements in the vicinity, and
- (3) That the proposed use will comply with the regulations and conditions specified in this chapter for such use, and with the stipulations and conditions made a part of the authorization granted by the Council.”

TEXT AMENDMENT:

\_\_\_\_\_ Completed Application.

\_\_\_\_\_ Filing fee of \$200.00.

\_\_\_\_\_ A written summary of the intent of the proposed amendment.

\_\_\_\_\_ A complete reprinting of the section of Zoning Regulations proposed to be amended with the original language shown along with proposed insertions, shown as underlined (sample) and proposed deletions, shown as stricken-through (~~sample~~) in their respective locations.