



Zoning Application Form

To Petition for Zoning Map Amendments, Special Use Permits, and Variances

This is an application for:

Zoning Map Amendment from _____ to _____

**If Map Amendment is not for full parcel(s), please provide legal description.*

Special Use Permit for _____

**Site Plan Attached*

Variance in _____

**Site Plan Attached*

Site Address of the Subject Property: _____

Existing Use: _____

Proposed Use: _____

Applicant's Name: _____ Daytime Phone #: _____

E-Mail Address: _____

Street Address: _____ City: _____ Zip: _____

Property Owner's Name (if not same as the Applicant): _____

Street Address: _____ City: _____ Zip: _____

**If the Property Owner is not the Applicant, please provide letter from Property Owner stating the Applicant does have authority to submit this Zoning Application.*

Applicant's Signature: _____ Date: _____

.....
FOR OFFICE USE ONLY

Date Filed: _____ Fee Paid: _____

Staff Signature: _____
.....

Zoning Application Procedure

The fees required for Zoning Applications are as follows:

Zoning Map Amendments

Lots less than one half acre.....	\$200
Lots not less than one half acre, nor more than 2 acres.....	\$275
Lots not less than 2 acres, nor more than 5 acres.....	\$350
Lots over 5 acres.....	\$350+\$25 for each acre above 5 acres (shall not exceed \$600)

Special Use Permits

Lots of less than 2 acres.....	\$100
Lots not less than 2 acres, nor more than 5 acres.....	\$175
Lots over 5 acres.....	\$175+10 for each acre above 5 acres (shall not exceed \$300)

Variances\$75

No less than 15 days prior to the Public Hearing, all property owners adjacent to the subject property must be notified of the application, by certified mail. The Village Community Development Department will prepare these notification letters, and it is the Applicant's responsibility to mail the letters.

By State Law, the Winnebago County Soil and Water Conservation District must be notified of each petition, so that they can provide the Village a Natural Resource Inventory and Soil and Water Report for the subject property. (Winnebago County SWCD Application attached)

Upon submitting the Application and Fee to Petition for a Zoning Map Amendment, Special Use Permit or Variance, the petition will be scheduled for a Public Hearing at the next meeting of the Village Planning and Zoning Commission. (Schedule to be provided by the Village, to the Applicant)

Following the meeting of the Planning and Zoning Commission, the petition will then go before the Planning and Economic Development Committee, and then the full Village Board for two readings. Once the Village Board has conducted their final vote, to grant or deny the petition, Community Development Staff will notify the Applicant of the outcome, by mail. This process generally takes 8-10 weeks.

For the Planning and Zoning Commission to make a recommendation for each petition, they must consider the Findings of Fact, below. As the petitioner, please keep these considerations in mind, and if possible, address the applicable Findings of Fact in your application and/or presentation to the Planning and Zoning Commission:

For Zoning Map Amendments:

1. Will this Zoning Map Amendment provide for the citizens of the Village adequate light, pure air and safety from fire and other dangers, to conserve the value of land and buildings, to lessen or avoid congestion of traffic on the public roads and to promote the public health, safety, comfort, convenience, morals and general welfare?
2. Will this Zoning Map Amendment protect the character and the stability of the residential, business, and industrial areas within the Village and to promote the orderly and beneficial development of such areas?

For Special Use Permits:

1. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;
2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood;
3. The establishment of the special use will not impede the normal or orderly development and improvement of the surrounding property for uses permitted in the district;
4. Adequate utilities, access roads, drainage and/or necessary facilities have been, are being or will be provided;
5. Adequate measures have been or will be taken to provide ingress or egress so designated as to minimize traffic congestion in the public streets; and
6. The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

For Variations:

1. Because of the particular physical surroundings, shape or topographical conditions of the specific property involved, a particular hardship to the owner would result, as distinguished from a mere inconvenience, if the strict letter of the regulations were to be carried out;
2. The conditions upon which a petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally to other property within the same zoning classification;
3. The purpose of the variation is not based exclusively upon a desire to increase the value or income potential of the property;
4. The granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property is located;
5. The proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion of the public streets or increase the danger of fire, endanger public safety or substantially diminish or impair property values within the neighborhood; and
6. The proposed variance complies with the spirit and intent of restrictions imposed by this chapter.