

Village of Rantoul
APPLICATION FOR ZONING CHANGE

Procedures:

- 1) Applicant and/or his agent shall meet with the Zoning Administrator to discuss a request for a Zoning Change, obtain an application form and present preliminary information.
- 2) The applicant or his agent shall complete the application and shall prepare a site plan and other supporting materials that contain the information requested in the application as well as: description of business operations, including hours, products, market area, traffic volumes, and timetable for development (if applicable); A written joinder agreement signed by the title holder of the property and notarized, concurring with the zoning change request (if the applicant is not the owner of the property).
- 3) The applicant or his agent shall file the completed application form, and the required site plan and exhibits, with the Zoning Administrator and pay the filing fee of \$50.00. The request will go to the Village attorney for review and to set the public hearing before the Planning & Zoning Commission.
- 4) The Village will have notice of the public hearing published one time in a local newspaper of general circulation at least 15 days but no more than 30 days prior to the hearing. You, as the applicant, will be responsible for the publication costs which you will be billed for by the Village. The publication costs usually run approximately \$100, however could be more depending on the type of request.
- 5) Notices of the public hearing will be mailed to all property owners within 250 feet of the outer boundaries of the property in question. Said mailing shall be completed at least 15 days but not more than 30 days prior to the public hearing. The failure of any property owner to receive such notification shall not invalidate the proceedings.
- 6) You, as the applicant, will receive a Notice of Meeting telling you when the meeting will be set for and the time. If for some reason you are unable to attend, please notify us immediately so that we can make arrangements to postpone, etc.
- 7) The Planning and Zoning Commission will conduct a public hearing and make a recommendation to the Village Board for approval, conditional approval, or denial of the proposed Zoning Change. The applicant(s) or a representative must be present at the public hearing.
- 8) The Village Board will then take final action on the Zoning Change Request at the next regularly scheduled village board meeting which are held the second Tuesday of each month. Once the Board has made its decision any building permits needed can be issued.

Any and all questions with regards to Zoning Change Requests should be referred to Chris Milliken, Urban Planning Manager at (217) 892-6822.

Present Zoning Classification: _____

Proposed Zoning Classification: _____

3. State briefly the reasons for requesting the zoning change and describe any construction or improvements that you contemplate if the change is granted.

4. Site Plan. Attach to this application a site plan, approximately to scale, of the property showing the lot lines, dimensions, the location of any existing structures and any other improvements to be constructed on the property, including parking and loading areas if any, and where the zoning change is sought. The Site Plan should be on paper no larger than 11" x 17". At least 10 copies of such site plan shall be submitted with this application.

5. List of names and address of all adjacent property owners within 250 feet. Submit a list that contains the common addresses, owner names and mailing addresses for all properties located within 250 feet of the subject property. (the width of any public street or alley should be excluded in determining such 250 foot requirement). You should be able to obtain this information through the Champaign County Supervisor of Assessments office via their website at <http://www.co.champaign.il.us/ccao/propsearch.php>.

6. Filing Fee and Cost of Publication. Attach the filing fee in the form of a check made payable to the Village of Rantoul in the amount of \$50.00. The costs of publishing any notices of the public hearing to be held in connection with this application must also be paid by the Applicant(s) in the form of a check made payable to the Village of Rantoul upon being billed by the Village of Rantoul for such costs.

7. Authorization or Consent of Others Having Ownership Interests. If the applicant(s) signing this application below do not include all persons or entities having a legal or equitable interest in the property, submit with this application the written authorization or consent of any such other persons or entities to make application for the zoning change requested.

Each of the undersigned, being first duly sworn do hereby state that each knows the contents of this application and the matters and things therein set forth, and that the same are true and correct to the best of the knowledge and belief of each of the undersigned.

DATED this _____ day of _____, 20 _____.

Applicant Signature

Applicant Signature

Subscribed and sworn to before me this
_____ day of _____, 20_____.

Notary Public