

MEETING TIMES and LOCATION: Meeting Date 1st MONDAY OF THE MONTH

All meetings are held at 420 N. Sixth Street, Rochelle, IL in the City Hall Council Chambers (1st floor).

The Planning & Zoning Commission meets at 6:00 pm on the **1st Monday of each month**. (*Tuesday if that Monday is a Holiday*)

The Board consists of 8 members. Packets are posted on the cities website at <http://www.cityofrochelle.net>. To access the agenda, click on the "government" tab at the top, "Boards & Commissions", "Planning & Zoning Commission", then "agendas/minutes". For questions, please call the **Community Development Office at 815-562-8717** or email kcountrymen@rochelleil.us or mknight@rochelleil.us

YEARS 2016, 2017 and 2018 Planning and Zoning Commission Meeting Schedule & Submission Deadlines

Packets received after 2:00 p.m are date stamped for the following day.

YEAR 2016 MEETING DATE	SUBMITTAL DATE
Jan. 4, 2016	Nov. 20, 2015
Feb. 1, 2016	Dec. 18, 2015
March 7, 2016	Jan. 15, 2016
April 4, 2016	Feb. 19, 2016
May 2, 2016	March 18, 2016
June 6, 2016	April 22, 2016
July 5, 2016	May 20, 2016
Aug. 1, 2016	June 17, 2016
Sept. 6, 2016	July 22, 2016
Oct. 3, 2016	Aug. 19, 2016
Nov. 7, 2016	Sept. 23, 2016
Dec. 5, 2016	Oct. 21, 2016
YEAR 2017 MEETING DATE	SUBMITTAL DATE
Jan. 3, 2017	Nov. 18, 2016
Feb. 6, 2017	Dec. 23, 2016
March 6, 2017	Jan. 20, 2017
April 3, 2017	Feb. 17, 2017
May 8, 2017	March 24, 2017
June 5, 2017	April 21, 2017
July 3, 2017	May 19, 2017
Aug. 7, 2017	June 23, 2017
Sept. 5, 2017	July 21, 2017
Oct. 2, 2017	Aug. 18, 2017
Nov. 6, 2017	Sept. 22, 2017
Dec. 4, 2017	Oct. 20, 2017
YEAR 2018 MEETING DATE	SUBMITTAL DATE
Jan. 2, 2018	Nov. 17, 2017
Feb. 5, 2018	Dec. 22, 2017
March 5, 2018	Jan. 19, 2018
April 2, 2018	Feb. 16, 2018

After the Planning and Zoning Commission act on your petition, their *written recommendation* is then scheduled to be placed on the City Council agenda, provided all requirements have been met.

The **Minutes of the meetings** are taken by the City Clerk except when a Court Reporter is required. The minutes are then approved by the Planning & Zoning Commission at their next scheduled Planning and Zoning Commission meeting, usually the following month. After the Planning & Zoning Commission approve the minutes, they are submitted to the City Council for approval.

After Council approval, minutes are available per [FOIA requests](#) when required, in the office of the City Clerk (815-561-2002).

[Freedom of Information Request forms](#) are available at the City Clerks office or download a copy at www.cityofrochelle.net – (listed under City Clerk, then forms).

All Petition & Publication Fees shall be paid at time of Application Submittal

PLANNING & ZONING COMMISSION: (Article I Sec 74-34)

Check Petition (s) Requested:

- Petition to Zone or Rezone
- Map Amendment
- Petition to Amend an Ordinance/Text (Sec 110:121 -126)
- Petition for Subdivision or Re-subdivide (PRELIMINARY PLAT)
- Petition for Subdivision FINAL PLAT
- Petition for (Preliminary) Planned Unit Development (PUD) with CONDITIONAL USE
- Petition for Final Planned Unit Development (PUD)
- Petition for CONDITIONAL USE (SPECIAL USE PERMIT) for: Antennas ART XIV Sec 110:707 ROOF SIGNS (Gen Stds Sec 110: 675)
 - Off Premise signs (Sec 110:678 (1) Must be located in same subdivision as the location of business advertised on the off-premise sign in order to apply for a Conditional Use. Signs in Residential Zoning (Sec:110:672) Exemptions)
- Petition to Vacate a Street, R.O.W. or an Alley – Petition of at least 50% of owners must accompany application. Also fees due at time of application of 5¢ or 10¢ per square foot of proposed area (determined by zoning) + appraisal costs. (See special instructions per City Code Article VIII Vacation of Right-of-Way. Fees established by Council Resolution Sec. 82-242.

VARIANCES OF CODES OR SETBACKS OR CODE INTERPRETATION(Article I Sec 74-61thru 68) (Follow Requirements of 110-ART II Div. 3) (Fees Sec 22-455)

- Variance of Municipal Code (Sec 22-454 or Sec:46-40 Art I)
- Variance of Setback(s) Variance of Height
- Variance of ART. II FLOOD HAZARD AREA DEVELOPMENT Sec 46-40
- Variance of Signs ART XIII (Sec 110:661- 679)
- Variance of Article XIV Pro-Diversity Construction Standards (Sec 22:451 - 454 per req. of CHPTR 110 ART II Div 3)
 - Interpretation of: District Use Classification List (Sec 110:291) Interpretation of Unclassified or Unspecified Uses (Sec. 110:10 (4))

APPLICATION for Appeal of Zoning Administrator or Building Official Decision

FEES MUST BE PAID AT TIME OF SUBMITTAL: EACH Petition is \$150.00 PLUS COST OF Legal Publication Fee (minimum of \$100.00) determined by the number of pages type written on 8 1/2 x 11, font of 12.

No. of petitions applied for: X \$150 each petition = \$ + # pages legal for ea. petition @ \$100. ea. = total \$
PLUS WHEN APPLICABLE

Additional Developer Fees per Ord. including Engineering fees, Professional Consultant Fees, Court Reporter Fees, Vacating St., alley or R.O.W. and Preliminary PUD & Subdivision Plat filing fees based on Number of Lots and Courthouse recording fees.

Preliminary PUD Plan & Subdivision Plat Filing Fees are:

\$350 for 1-20 lots; for more than 20 lots \$350 + \$20 for each lot in addition to 20 lots. Total Number of Lots
Amount due \$.

HOW MANY COPIES are needed: Fill out "1" ORIGINAL Petition (Pages 1-5) and preferably sign it IN BLUE INK & have it notarized. Make 6 - (11x17)

copies of your detailed Site plan, and send electronically a copy in PDF format to kcountrymen@rochelleil.us and mknight@rochelleil.us When required, also submit (6) full size sets of Engineering plans and 3 books of stormwater calculations. Additional drawings may be requested as well as a Sealed Plat of Survey.

FOR ALL PETITION SUBMITTALS: The Tax Assessors office in Oregon at 815-732-1150 or (Rochelle location at 303 W. Hwy 38, 815-562-6862) can help you with researching the following information for your packet:

- Submit (1) copy of the list of addresses and names of ALL property owners** within 250 ft of the outer boundaries of the proposed property.
- Pre-address** a 9.5" x 4" legal size envelope for EACH name on the List of Owners within 250' and affix the current postage rate **STAMP** on each envelope. Please do not use metered postage because it is time dated. Leave the addressed envelopes open to submit to the Community Development office. The City staff will insert the required Public Legal Notice (s) and mail the envelopes.
- Address & add Postage to an envelope (s) to mail to yourself / the Petitioner & / or your Representative.**

FOR THE RETURN ADDRESS use: City of Rochelle, Community Development, 417 N. Sixth St. Rochelle, IL 61068

For your convenience, the WEBSITE for the CITY OF ROCHELLE (www.cityofrochelle.net) contains the MUNICIPAL CODE BOOK, ZONING CODES, COMPREHENSIVE PLAN, MAPS and FORMS.

NOTE: Any desire to amend or withdraw application **must be submitted in writing** to the **Community Development Department**. If ownership of any part of or all of the real property subject to the petition shall change during the pendency of the petition, the petitioning owner who has conveyed said parcel of real property shall be required to immediately advise the Community Development Department in writing.

PETITION FOR PLANNING AND ZONING COMMISSION

*Please answer all the questions thoroughly. If the question does not apply, please mark **NA -Not Applicable**.*

DATA OF APPLICANT AND OWNER(S):

TODAYS DATE: _____ / _____ / **20**_____

Petitioner(s): _____ **Phone:** _____

Mailing Address: _____ **FAX:** _____

email: _____

Petitioner's Representative: _____ **Phone:** _____

Mailing Address: _____ **FAX:** _____

email: _____

Property Owner: _____ **Phone** _____

Property Owners Address: _____ **FAX** _____

SUBJECT PROPERTY INFORMATION: ADDRESS, USE AND ZONING OF PROPERTY & LOCATION

1. The petitioner hereby petitions the City of Rochelle for the following property:

a. **Legal Description**

(Attach the FULL legal description in type written format on an 8½ x 11 separate sheet of paper AND preferably EMAIL the Legal Description, in Word format, to: kcountrymen@rochelleil.us and mknights@rochelleil.us

If you do not have email then copy the legal description as typed on your computer onto a CD in Word Format and submit your packet.

Subdivision Name: _____

Property Identification No. (PIN) including Township, Range, Section and Lot # _____

b. **Street Address and Common Location:** _____

c. **Current Zoning** _____

GENERAL CASE INFORMATION

2. a. **Describe Reason for Request and Specify Section(s) of Ordinance sought:** _____

b. **Are you requesting a CONDITIONAL/SPECIAL USE PERMIT?** YES NO **If yes please indicate which Permitted Conditional Use is Sought & state the Specific Use Requested.**

c. **Are you requesting any variances?** Yes No

If yes, list individually and then answer the Variation Criteria below (d,e,f,g)

VARIATION CRITERIA -The ordinance requires that the conditions set forth in the following questions/statements must be established before your request can be continued. Sec 110-104

d. State your reason(s) why the strict application of the above-referenced provisions of the Zoning Ordinance would result in practical difficulties or unnecessary hardship inconsistent with the general purpose or intent of the Zoning Ordinance of the City of Rochelle. _____

e. Explain the exceptional circumstance(s) or condition(s) applicable to the subject property or to the intended use or development of the subject property that do not apply generally to other properties in the same zoning district or neighborhood. _____

f. Has the alleged difficulty or hardship been created by any person presently having an interest in the property? _____

g. Describe the proposed use; characteristics such as operating hours, number of employees, capacity of facility, etc; _____

VACATION OF STREET OR ALLEY

3. If this petition is for a vacation of a street or an alley, how many properties about the property to be vacated? _____
 Attach approving signatures of at least 50% of the property owners whose property about the right-of-way to be vacated.

PARCEL DIMENSIONS, ACREAGE & JURISDICTION DESIGNATION, STRUCTURE & LAND USE and PROPOSED SUBDIVISION NAME

4. **a.** Parcel Dimensions: _____ **Acreage:** _____

b. Jurisdiction Ogle County Lee County Village of Hillcrest other please specify _____
and designation of existing Zoning District: _____

Explain Present Structure and Land Use _____

c. If applicable, the *proposed* Subdivision name is _____

d. LIST THE PROPOSED STREET NAMES. New street names cannot be duplicated of any existing names anywhere in the City.

e. Is the property on Hwy 251 or Rt 38 or Between Caron Rd. on 38 to Dement or between 15th St & W. Hwy 38. or on Flagg Road. Is the property within 500 ft. of an existing or proposed right of way of a freeway, expressway, interstate, controlled access traffic way, intersection or Railroad, or within 1500 ft. of an existing or proposed interchange or turning lane. If yes to any of these questions review must be made by the highway or county road agency. Yes No. If yes, please explain the proximity of the above: _____

FLOODPLAIN INFORMATION

5. **Property** is in or near a flood plain. Yes No Floodplain Elevation: _____
FLOODPLAIN: Panel Number: _____ Panel Date: _____

VIOLATIONS OR APPEALS

6. Is the purpose of this application to address an **Ordinance Code Violation**? Yes No
 If yes, what is the violation(s)? _____

 Has a permit been applied for and denied? Yes No _____
 Was a previous appeal made with respect to these premises? Yes No _____
 If yes, please explain: _____

COMPREHENSIVE PLAN, IMPACTS & CONFLICTS

7a. What is the Proposed Comprehensive Plan Zoning and Use? _____

b. Is the proposed use in **Conformance with the City's Comprehensive Plan**? Yes No _____

c. How will the proposed use impact **existing and future** land uses? _____

d. How will the proposed use impact **adjacent** property values? _____

8. **Current Water Supply and Wastewater Treatment (check applicable items):**

WASTEWATER Septic System Sanitary Sewer Other Water: Individual Well Community Water

Describe Proposal for **future** Water Supply: _____

Describe Proposal for **future** Wastewater Treatment - _____

9. **TANKS** - Are you aware of any Tanks above or below ground on the property? Yes No **If yes, list number of tanks, size of each and location on property.** _____

10. **Will any part of proposed structure or project be used to house any of the following?** Yes No
 If yes, check **each** that applies:

<input type="checkbox"/> Flammable Liquids	<input type="checkbox"/> Hazardous Chemicals	<input type="checkbox"/> Above ground Tanks
<input type="checkbox"/> Flammable or Fume Hazard Gases	<input type="checkbox"/> Highly Flammable Materials	<input type="checkbox"/> Below ground Tanks
<input type="checkbox"/> Dust Producing Machines	<input type="checkbox"/> Paint Dipping or Spraying	
<input type="checkbox"/> Storage of Corrosive Liquids	<input type="checkbox"/> OTHER	

Additional Explanation: _____

SIGNATURES

11. Please check one: **This property is not in a trust.** **This property is in a trust.** (Have Trustee complete this page).

Signature _____ **Date** _____

Name of Trustee (s) _____

Name of Beneficiaries: _____

The petitioner has read and completed all of the above information and affirms that it is true and correct.

Petitioner's Signature: _____ **Date:** _____

Petitioner's Signature: _____ **Date:** _____

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

(Seal)

Notary Public

I hereby affirm that I am the legal owner (or authorized agent or representative- *Proof Attached*) of the subject property and authorize the petitioner to pursue this petition as described above.

Owner's Signature: _____ **Date:** _____

Owner's Signature: _____ **Date:** _____

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

(Seal)

Notary Public