

**MEETING TIMES and LOCATION: Meeting Date 1<sup>st</sup> MONDAY OF THE MONTH**

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

The Planning & Zoning Commission meets at 6:00 pm on the **1<sup>st</sup> 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](mailto:kcountrymen@rochelleil.us) or [mknigh@rochelleil.us](mailto:mknigh@rochelleil.us)

**YEARS 2018, 2019 and 2020 Planning and Zoning Commission Meeting Schedule & Submission Deadlines**

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

<b>YEAR 2018 MEETING DATE</b>	<b>SUBMITTAL DATE</b>
<b>Jan. 2, 2018</b>	<b>Nov. 17, 2017</b>
Feb. 5, 2018	Dec. 22, 2017
<b>March 5, 2018</b>	<b>Jan. 19, 2018</b>
April 2, 2018	Feb. 16, 2018
<b>May 7, 2018</b>	<b>March 23, 2018</b>
June 4, 2018	April 20, 2018
<b>July 2, 2018</b>	<b>May 17, 2018</b>
Aug. 6, 2018	June 22, 2018
<b>Sept. 4, 2018</b>	<b>July 21, 2018</b>
Oct. 1, 2018	Aug. 17, 2018
<b>Nov. 5, 2018</b>	<b>Sept. 21, 2018</b>
<b>Dec. 3, 2018</b>	<b>Oct. 19, 2018</b>
<b>YEAR 2019 MEETING DATE</b>	<b>SUBMITTAL DATE</b>
<b>Jan. 7, 2019</b>	<b>Nov. 23, 2018</b>
Feb. 4, 2019	Dec. 21, 2018
<b>March 4, 2019</b>	<b>Jan. 18, 2019</b>
April 1, 2019	Feb. 15, 2019
<b>May 6, 2019</b>	<b>March 22, 2019</b>
<b>June 3, 2019</b>	<b>April 19, 2019</b>
July 1, 2019	May 17, 2019
<b>Aug. 5, 2019</b>	<b>June 21, 2019</b>
<b>Sept. 3, 2019</b>	<b>July 20, 2019</b>
<b>Oct. 7, 2019</b>	<b>Aug. 23, 2019</b>
<b>Nov. 4, 2019</b>	<b>Sept. 20, 2019</b>
<b>Dec. 2, 2019</b>	<b>Oct. 18, 2019</b>
<b>YEAR 2020 MEETING DATE</b>	<b>SUBMITTAL DATE</b>
<b>Jan. 6, 2020</b>	<b>Nov. 22, 2019</b>
<b>Feb. 3, 2020</b>	<b>Dec. 20, 2019</b>
<b>March 2, 2020</b>	<b>Jan. 17, 2020</b>
<b>April 6, 2020</b>	<b>Feb. 21, 2020</b>

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 Community Development Department Administrative Assistant. 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 posted on the city website at [www.cityofrochelle.net](http://www.cityofrochelle.net) – under Planning and Zoning Minutes.

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](mailto:kcountrymen@rochelleil.us) and [mknight@rochelleil.us](mailto: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](http://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](mailto:kcountrymen@rochelleil.us) and [mknights@rochelleil.us](mailto: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)**

\_\_\_\_\_

\_\_\_\_\_

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**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; \_\_\_\_\_

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**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 \_\_\_\_\_

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**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.

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**e.** Is the property on  Hwy 251 or  Rt 38 or  Between Caron Rd. on 38 to Dement or  between 15<sup>th</sup> 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: \_\_\_\_\_

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**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:  
 Flammable Liquids  Hazardous Chemicals  Above ground Tanks  
 Flammable or Fume Hazard Gases  Highly Flammable Materials  Below ground Tanks  
 Dust Producing Machines  Paint Dipping or Spraying  
 Storage of Corrosive Liquids  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**