



CITY OF

PEORIA

City of Peoria, Illinois
Department of Planning and Growth Management

456 Fulton St, Suite 402
Peoria, IL 61602-1220
PH: (309) 494-8600 FX: (309) 494-8680
www.ci.peoria.il.us

ZONING COMMISSION APPLICATION FOR PUBLIC HEARING

Date Received: _____ Initials: _____

Date Certified Complete: _____ Initials: _____

1. TYPE OF REQUEST

- _____ a) Map Amendment (Rezoning)- *Site Plan not required*
Current Zoning District: _____
Proposed Zoning District: _____
- _____ b) Text Amendment- *Attach the Proposed Amendment*
- _____ c) Special Use- *Site Plan required*
- _____ d) Nonconforming Use Change- *Site Plan required*
- _____ e) Special Permit Signs – *Site Plan and sign elevations required*
_____ (i): Local Sign Regulation/Shopping Center Signs
_____ (ii): Special Permit (Inflatable, Off-Premise or Rooftop Signs)
- _____ f) Official Development Plan- *Attachment required*
- _____ g) Planned Unit Development (PUD)- *Attachments required*

2. PROPERTY INFORMATION

Not required to be completed for Text Amendments

Address(es): *Attach an additional sheet if necessary*

Tax ID Number(s): *Attach an additional sheet if necessary*

Area of parcel(s) in acres or square feet: _____ Current Zoning District: _____

3. OWNER INFORMATION

Name

Company

Address, City, State, ZIP

Phone

Fax

Email

Signature of Owner - **required**

4. APPLICANT INFORMATION – if different from owner

Name

Company

Address, City, State, ZIP+4

Phone

Fax

Email

Signature of Applicant - **required**

5. REPRESENTATIVE OF APPLICANT –engineer, architect, attorney or other, if applicable

Name

Company

Address, City, State, ZIP+4

Phone

Fax

Email

Applicant's Interest in Property:

- ☐ Contractor
☐ Contract Purchaser
☐ Other _____

Send Correspondence To: *Select one entity to receive all correspondence. E-mail will be used for all correspondence unless otherwise requested.*

- ☐ Owner
☐ Applicant
☐ Representative of Applicant

6. DEVELOPMENT INFORMATION

Complete this section for Special Use, Nonconforming Use Change, and PUDs.

- a) Use: _____ / _____
Existing Use Proposed Use
- b) Building Area (square feet): _____ c) Building Height (feet): _____
- d) Parking Spaces Provided: _____ / _____ Parking Required: _____ / _____
Total Accessible Spaces Total Regular Spaces Total Accessible Spaces Total Regular Spaces
- e) Requested waivers and additional Information (Attach additional sheet as needed): _____

7. SUBMITTAL REQUIREMENTS

Initial by each item to indicate the item is complete or is included with the application. **All items listed must be provided!**

FOR ALL APPLICATIONS:

- _____ Completed Application -- *Illegible or Incomplete applications will not be accepted.*
- _____ Filing Fee: **Map Amendment (Rezoning) OR Planned Unit Development OR Residential Cluster - \$625 plus \$100/acre (max. \$7,500);
Downzone to Comprehensive Plan - No fee; Text Amendment - \$500; Special Use - \$750 plus \$100/acre (max. \$7,500).**
- _____ Those items listed for your type of request.

a) MAP AMENDMENT (REZONING)

- _____ Completed Application and Fee
- _____ Legal Description (attached) and on CD-ROM (MS Word format)

b) TEXT AMENDMENT

- _____ Completed Application and Fee
- _____ Proposed amendment language (attached)
- _____ Proposed amendment on CD-ROM (MS Word format)

c) SPECIAL USE

- _____ Completed Application and Fee
- _____ 12 **folded** full-size site plans (see Page 3 or Article 2.15.c of the Zoning Ordinance or Article 2.9 of the Land Development Code for site plan requirements)
- _____ 1 site plan (8.5"x11")
- _____ Building Elevations
- _____ Site Plan & Elevations on CD-ROM (Adobe PDF format)
- _____ Legal Description (attached) and on CD-ROM (MS Word format)
- _____ Estimated Traffic Generation (Refer to I.T.E. standards)
- _____ If the property is zoned C-2, a Development Impact Statement is required. (see Page 3 or Article 9.7.d for requirements)

d) NONCONFORMING USE CHANGE

- _____ Completed Application and Fee
- _____ 12 **folded** full-size site plans (see Page 3 or Article 2.15.c of the Zoning Ordinance or Article 2.9 of the Land Development Code for site plan requirements)
- _____ 1 site plan (8.5"x11")
- _____ Building Elevations
- _____ Site Plan & Elevations on CD-ROM (Adobe PDF format)
- _____ Legal Description (attached) and on CD-ROM (MS Word format)
- _____ Estimated Traffic Generation (Refer to I.T.E. standards)

e) SPECIAL PERMIT SIGNS

- _____ Completed Application and Fee
- _____ 12 **folded** full-size site plans showing the location of the sign, property lines, parking areas, and buildings (see Page 3)
- _____ 1 site plan (8.5"x11")
- _____ Sign Elevations / Illustrations
- _____ Site Plan & Elevations on CD-ROM (Adobe PDF format)
- _____ Legal Description (attached) and on CD-ROM (MS Word format)

f) OFFICIAL DEVELOPMENT PLANS

- _____ Completed Application and Fee
- _____ 12 copies of the development plan (see Page 3 or Article 2.16 of the Zoning Ordinance or Article 2.10 of the Land Development Code for plan requirements)
- _____ 1 overall site plan (8.5"x11")
- _____ Building & Sign Elevations / Illustrations
- _____ Official Development Plan and all supportive materials on CD-ROM (Adobe PDF format)
- _____ Legal Description (attached) and on CD-ROM (MS Word format and within the Official Development Plan PDF)

g) PLANNED UNIT DEVELOPMENT (PUD)

- _____ Completed Application and Fee
- _____ All required steps and procedures as outlined in Article 2.15.L of the Zoning Code.

SITE PLAN REQUIREMENTS

Site plans are required to be **folded**.

All site plans shall show the following items:

SPECIAL USE & NONCONFORMING USE CHANGE – *As specified in Article 2.15.c of the Zoning Ordinance and Article 2.9 of the Land Development Code.*

- (1) All proposed and existing structures
- (2) Points of ingress and egress for the proposed development
- (3) Parking plan (indicate number of spaces, aisle and typical space dimensions)
- (4) Sign plan (directional, way-finding signs, signs which require a waiver from ordinance requirements)
- (5) Landscaping, screening, and buffering elements
- (6) Lighting plan (Photometric plan)
- (7) Special design treatment (i.e. enhanced landscaping/environmental design, high-quality building materials, innovative site design)
- (8) Boundary Lines / Property Lines (bearings, distance, and acreage)
- (9) Easement locations and purposes
- (10) Adjacent streets – indicate street width, pavement type, sidewalks / bike paths, street name, culverts and curbs
- (11) Open Space – parcels dedicated or intended for public use or property owner use.
- (12) North Arrow, Development Name, Map Scale, Date of Preparation
- (13) Legal Description (can be provided as an attachment)
- (14) Land Use of all adjacent parcels
- (15) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

SPECIAL PERMIT SIGN REQUESTS

- (1) The proposed location of all signs and all existing signs (indicate type of sign)
- (2) All existing structures / buildings
- (3) Parking areas
- (4) Landscaping (required for off-premise signs)
- (5) Special design treatment (i.e. high-quality building materials, innovative design)
- (6) Boundary Lines / Property Lines (bearings & distances)
- (7) Adjacent streets – indicate street width, pavement type, sidewalks / bike paths, street name, culverts and curbs
- (8) North Arrow, Development Name, Map Scale, Date of Preparation
- (9) Legal Description (can be provided as an attachment)
- (10) Land Use of all adjacent parcels
- (11) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

OFFICIAL DEVELOPMENT PLANS – *As specified in Article 2.16 of the Zoning Ordinance and Article 2.10 of the Land Development Code.*

The submittal shall be accompanied by appropriate text and plans which properly describes the institution's campus development plans.

- (1) Boundary Lines / Property Lines (bearings & distances) of the development plan area.
- (2) All proposed and existing structures / buildings and the proposed use of those structures
- (3) Points of ingress and egress for the proposed development
- (4) Indicate the areas which require a variation / waiver from the requirements which govern parking, setbacks, signs, perimeter setbacks or landscaping.
- (5) Parking areas
- (6) Landscaping (required for off-premise signs)
- (7) Lighting Plan, including illuminated signs (Photometric Plan)
- (8) Special design treatment (i.e. high-quality building materials, innovative design)
- (9) Adjacent streets – indicate street width, pavement type, sidewalks / bike paths, street name, culverts and curbs
- (10) North Arrow, Development Name, Map Scale, Date of Preparation
- (11) Legal Description (can be provided as an attachment)
- (12) Land Use of all adjacent parcels
- (13) Any other information as required by the Zoning Administrator to allow an accurate and complete review.

PLANNED UNIT DEVELOPMENTS (PUD)– *As specified in Article 2.15.L of the Zoning Ordinance*

Due to the nature of this review, it is required that the applicant refer to Article 2.15.L of the Zoning Ordinance for all application procedures and submittal requirements.

FILING INSTRUCTIONS

1. The Zoning Commission has regularly scheduled meetings the first Thursday of each month at the City Hall Building, Room 400, 419 Fulton Street, Peoria, Illinois.
2. The deadline for submitting applications for regularly scheduled Zoning Commission meetings is thirty-five (35) days prior to the meeting. **There are no exceptions to this deadline.**
3. The Zoning Administrator must certify that an application for a public hearing is complete (received by the filing deadline, completely filled out, includes all required attachments, and filing fee) to be processed and scheduled for the next regularly scheduled meeting. All required site plans must be folded. Incomplete or illegible applications will not be accepted.
4. The applicant or applicant's representative will receive notice of the date and time of the public hearing. At least fifteen days prior to the hearing, the Planning and Growth Management Department will mail notices of the hearing to the owners of all property within 250 feet of the subject property. The applicant or applicant's representative is required to post a sign, provided by the City, on the subject property notifying of the public hearing at least fifteen days prior to the hearing.
5. The format for each public hearing is:
 - a. Chairman opens hearing.
 - b. Swearing in of applicant and other persons wishing to testify.
 - c. Staff presents application and recommendation.
 - d. Applicant presents testimony and answers any questions from Commission.
 - e. Public input portion - audience presents testimony to the Commission and answers any questions from Commission.
 - g. Summary by applicant.
 - h. Public hearing closed.
 - i. Deliberations by Commission, no public/applicant input.

6. Application and inquiries should be submitted to:

City of Peoria Zoning Administrator
Planning and Growth Management Department
Twin Towers Building, Suite 402
456 Fulton Street
Peoria, Illinois 61602-1220

Phone: (309)494-8600
Fax: (309)494-8680

YOU ARE REQUIRED TO POST THE OFFICIAL NOTICE OF PUBLIC HEARING SIGN AS PART OF YOUR APPLICATION FOR A PUBLIC HEARING BY THE ZONING COMMISSION OR ZONING BOARD OF APPEALS

The Zoning Ordinance requires petitioners to post signs for public hearings. This sign is required to be posted fifteen (15) days prior to the public hearing. If you do not post this sign, your public hearing can not be held.

The Ordinance also requires our office to publish a legal notice in the Peoria Journal Star and send notices of the public hearing to adjacent property owners. The sign, legal notice and mailing are done so that neighbors who may be affected by the request have an opportunity to ask questions or express their concern or support of your application. Please be aware you may receive phone calls from concerned neighbors regarding your request.

The following procedures have been developed to help you post the Official Notice of Public Hearing Sign.

City of Peoria **Procedures for Posting** **Public Hearing Signs by Petitioner**

SIGN AVAILABILITY

1. Our office, the Planning and Growth Management Department, will provide the signs and posts for you, the petitioner. We will fill in the information on the sign – date and time of hearing, your name and phone number, the case number and the address of the property subject to the hearing.
2. You must pick up the sign from the Planning and Growth Management Department, Twin towers Building, Suite 402, 456 Fulton Street, Peoria, Illinois 61602. The sign will be available 20 days prior to the hearing; however, you must post the sign at least 15 days prior to your hearing. Please remember that our office is not open on Saturdays and Sundays; our regular office hours are Monday-Friday 8:00 AM – 5:00 PM.

POSTING

3. You must post the sign at least fifteen (15) days prior to the hearing date. If you have any questions, please call our office (494-8600) for assistance.
 - a. The sign must be on the property which is the subject of the public hearing.
 - b. The sign must be posted on private property, not on City right-of-way, and in no case more than five (5) feet behind the property line. If there is not five feet of

- yard in which to post sign, you may post the sign at the property line or in a window or door as discussed below (see example #1).
- c. The sign and the information on the sign must face the street so that it is visible to pedestrians and vehicles and is visible from the street and the public walkway.
 - d. When a building is on the property line, or when there is not a front yard to post the sign, you may post the sign on the outside of the building, in a ground floor window or in a glass door. The sign must not be displayed more than 6 feet above the ground or sidewalk. The intent is for this sign to be visible to the public (see example #2).
 - e. If the property has more than one street frontage, a sign must be posted on each street frontage according to the above guidelines. In addition, these signs must be posted so that they are 50 feet from each other measuring along the curb (see example #3).
 - f. The sign shall not be posted in a location that would obstruct the view of any traffic, entrances or exits to the property.
 - g. For unusual shaped or size properties, our office will determine the sign placement.
 - h. Unauthorized removal of the Official Notice Sign shall be deemed a violation of this ordinance.

FINAL PROOF OF POSTING

- 4. You must file a notarized statement which states the Official Notice of Public Hearing sign was posted on the subject property, the date and time it was posted, who posted it, and the public hearing case number. **The statement must be filed with our office before the date of the public hearing.** An Affidavit form is attached for your convenience; a notary is available in our office. You may file a statement in person or by mail. If we do not receive this statement, your hearing will not be held!

We look forward to working with you on your request for a public hearing. If you have any questions, please call our office immediately at (309) 494-8600.

City of Peoria
Planning and Growth Management Department
Twin Towers Building, Suite 402
456 Fulton Street
Peoria, Illinois 61602
Phone (309) 494-8600
FAX (309) 494-8680

AFFIDAVIT

I, _____, being duly sworn, deposes
and states as follows:

1. My name is _____ ,
and I reside at _____.
2. The official Public Hearing Sign was posted at:

(Location)
on _____,
(Day, Month, Date, Year and Time)
for the _____, Case # _____,
(Commission)
for a hearing set on _____.
(Day, Month, Date, Year)
3. If I am called to testify in court, my testimony would be the same as what is stated
in this affidavit.

(Print Name)

(Signature)

(Date)

State of Illinois

County of _____

This instrument was acknowledged before me on _____ (date)

by _____

Signature of Notary Public