



2035 LAND USE AMENDMENT PROCEDURES

The following information will guide you through the procedures that are necessary for a rezoning and/or land use amendments to occur.

Contact Village Planning to Discuss your Proposal

The Petitioner meets with pertinent Village staff regarding rezoning/land use amendments relevant to their development proposal. A pre-submittal meeting is not required, but is highly recommended.

Submit the Formal Land Use Amendment Request

Once the information for the amendment request is assembled, it can be submitted to the Village. The following information should be submitted to the Village as part of the amendment request:

- Land Use Amendment Application and the required submission fee.
- A complete legal description of the area being amended.
- An accurate map of the property drawn to scale showing the area to be amended along with the surrounding properties. The map should show the current zoning/2035 land use, the proposed zoning/2035 land use, any proposed roads, easements or dedication, and the existing use of all buildings on such land and the principal use of all properties within 300 feet on such land.
- If a land division, development, and/or site changes are planned to be done with or after the amendment process, then drawings of the proposed land division, development, and/or site changes should also be submitted for clarification (site plans, building elevations, conceptual drawings).
- Include a narrative describing the purpose for amending the Land Use Plan.

Public Hearing and Approval Process

First a Public Hearing Notice is published in the newspaper on two separate publication dates. The Public Hearing Notice is also mailed to all property owners within 300 feet of the proposed property. Please see the Plan Commission meeting schedule for specific meeting dates (Note: 2035 amendments take longer due to State Statute requirements). The Plan Commission will hold the public hearing and make their recommendation. The Village Board will then discuss and vote on the request(s) at a future meeting.