



Zoning Map Amendment Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Subject Property Information:

Address: _____

Zoning District: _____

Legal Description (can attach separate sheet): _____

Applicant Information:

Name: _____

Phone: _____

Address: _____

E-mail: _____

Owner Information:

Name: _____

Phone: _____

Address: _____

Summary of Proposed Zoning Map Amendment (refer to Section 4.8 of the Zoning Ordinance):

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in Section 3.2 of the Zoning Ordinance and Section 4.8 for Zoning Map Amendments. The application must be accompanied by the following, unless specifically waived by the Zoning Administrator.

1. **Application.** Provide all required information and the appropriate signature(s).
2. **Statement.** Provide a statement, in accordance with Section 4.8 of the Zoning Ordinance that indicates the following: describe the nature of the zoning map amendment request, including the existing and proposed use for the property; and indicate how the amendment supports each of the conclusions listed in Section 4.8.E Table 1.
3. **Proof of ownership.** Applies to the subject property or properties, consisting of a warranty deed, title certificate or title insurance verification (photocopy). If the applicant is not the owner, a signed statement by the owner must be submitted certifying acknowledgement of the application.
4. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
5. **Site Location Map.** Drawn to scale and show the land use and zoning designation of all properties within 600 feet of the subject property.
6. **Plat of Survey.** The Plat must be to scale, show all parcels or lots (whether in whole or in part comprising the subject property), the actual dimensions of the parcel(s) and all existing structures.
7. **Notice Requirements (Section 3.3).** The applicant will prepare a legal notice to be published in the local newspaper between 15 and 30 days prior to the public hearing, in accordance with Section 3.3.A, and will provide a copy of the notice to the City. In addition, the applicant shall comply with Section 3.3.B.1 and 2 and prepare a mailed notice to send to all properties within 250 feet of the subject property between 15 and 30 days prior to the hearing. The applicant shall provide a list of property owners to receive the notice to the Zoning Administrator at least five days prior to the public hearing.
8. **Posted Sign Notice (Section 3.3.C).** The applicant shall post a sign (provided by the City) on the subject property for between 15 and 30 days prior to the Zoning Administrator's decision, in the case of an administrative variance, and between 15 and 30 days prior to a public hearing, in the case of a minor or major variance.
9. **Fee.** A check for \$300 to 450 payable to the City of Park Ridge shall accompany each application. This includes a \$250 application fee for rezoning requests to the R-1 or R-2 Districts, or \$400 for rezonings to all other districts, in addition to \$50 for a Zoning Sign.
10. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 17 copies of all documents, which must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Zoning Administrator.
11. Any other information or documentation required by the Zoning Administrator.



Zoning Text Amendment Application

City of Park Ridge

Community Preservation and Development Department . 505 Butler Place . Park Ridge, IL . 60068
Phone: (847) 318-5291 . Fax: (847) 318-6411 . www.parkridge.us

Case Number: _____

Applicant Information:

Name: _____

Phone: _____

Address: _____

E-mail: _____

Summary of Proposed Zoning Text Amendment (refer to Section 4.8 of the Zoning Ordinance):

I hereby certify, as the undersigned applicant, that the above statements and attached documentation are true and correct to the best of my knowledge.

Signature of Applicant

Date

Minimum Filing Requirements

The application must be completed in accordance with the provisions in Section 3.2 of the Zoning Ordinance and Section 4.8 for Zoning Text Amendments. The application must be accompanied by the following, unless specifically waived by the Zoning Administrator.

12. **Application.** Provide all required information and the appropriate signature(s).
13. **Statement.** Provide a statement, in accordance with Section 4.8 of the Zoning Ordinance that indicates the following: describe the nature of the zoning text amendment request and indicate how the amendment supports each of the conclusions in Section 4.8.E Table 1.
14. **Applicant Disclosure Statement.** Complete this statement regarding ownership interest located in the Zoning Ordinance Appendices (based on Municipal Code Article 2, Chapter 24, Section 1).
15. **Disclosure Statement.** Complete this statement located in the Appendices of the Zoning Ordinance or Article 2, Chapter 24 of the Municipal Code.
16. **Notice Requirements (Section 3.3).** The applicant will prepare a legal notice to be published in the local newspaper between 15 and 30 days prior to the public hearing, in accordance with Section 3.3.A, and will provide a copy of the notice to the City.
17. **Fee.** A check for \$300 payable to the City of Park Ridge shall accompany the application.
18. **Copies.** Submit the original application (with the original signature) and all supporting documents, along with 17 copies of all documents, which must be on 8.5" x 11" or 11" x 17" paper, except where specified by the Zoning Administrator.
19. Any other information or documentation required by the Zoning Administrator.

FLOWCHART 5: ZONING TEXT & MAP AMENDMENT PROCESS
(Section 4.8)

