

CITY OF BELVIDERE
Community Development



401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 P. 815-547-7177 F. 815-547-0789

APPLICATION FOR TEXT AMENDMENT

(I N S T R U C T I O N S)

If you have any questions about this application, please contact the Community Development Department at (815) 547-7177.

NOTE: Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the attached schedule of meeting dates and deadlines for submittals.

FOR ALL TEXT AMENDMENT CASES:

An acceptable application includes the following:

- 1. Completed application with the appropriate signature;**
- 2. Application fee as listed on the attached fee schedule;**
- 3. Any other information required by the staff (ie. detailed written statement explaining the reason for the request, etc.).**
- 4. If the request is for an amendment to the Comprehensive Plan a site plan, certified plat, or legal description needs to be submitted indicating the proposed change.**

Select one of the local newspapers on the attached newspaper selection sheet for publication of your legal notice. The staff will prepare the legal notice and deliver it to the newspaper.

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Community Development



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APPLICATION FOR TEXT AMENDMENT

FOR OFFICE USE

Case Number: _____

PZC Date _____

CC Date _____

Filing Date: _____

CC Date _____

Zoning Ordinance, Subdivision Ordinance or Comprehensive Plan Text Amendment? (Please circle the appropriate answer)

Request: _____

Applicant's Name: _____

Applicant's Address: _____

Applicant's Daytime Phone No: _____ Fax No: _____

Applicant's e-mail address: _____

If applicable: Attorney's Name: _____

Attorney's Address: _____

Attorney's Phone No: _____ Fax No: _____

Attorney's e-mail address: _____

Applicant's Signature: _____ Date: _____

STAFF'S SIGNATURE: _____ Date: _____

Filing Fee - Amount Paid _____ Check Number: _____

LEGAL NOTICE REQUIRED

According to Illinois State Statutes, "notice of each hearing shall be published at least 15 days in advance thereof in a newspaper of general circulation published in the township or road district in which such property is located."

A Notice of Public Hearing will be completed by the Staff for publication in a newspaper of local distribution. Please select one of the following newspapers for publication:

******THE COST OF THE PUBLICATION IS COVERED BY THE APPLICATION FEE******

Belvidere Daily Republican
(815) 547-0084 (publishes weekly)

Boone County Journal
(815) 544-4430 (publishes weekly)

PUBLIC HEARING PROCEDURE

The Belvidere Planning & Zoning Commission conducts public hearings pursuant to State Law. Public hearings are conducted according the following procedure:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Commission with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Commission reserves the right to question any speaker.
8. All statements or questions must be directed to the Chairperson.
9. The Commission will make a decision on the matter during the public hearing.
10. If the Commission feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.

Community Development Department

CITY FEES

*Per Ordinance Number 153H

Annexation: \$400

Zoning Change:

RH:	\$600 + \$75/acre (or portion thereof)
SR-3, SR-4, SR-6, TR-7,	\$600 + \$75/acre “
MR-8S, & MR-8L:	\$600 + \$75/acre “
CB, GB, PB, NB, NO, & PO:	\$700 + \$75/acre “
GI, PI, HI, & I:	\$700 + \$75/acre “

Planned Community Development (Special Use): \$700 plus subdivision plat fees, if applicable.

Subdivision Plat:

	<u>Preliminary</u>	<u>Final</u>	<u>Replat</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot	\$600 + \$75/lot

**Final Plat Reinstatement/
Extension Fee:** \$50% of Initial Fee

Special Use: \$500 when accessory to an established primary use
\$700 when establishing a primary use

Variation: \$350

Text Amendment: \$500

**Comprehensive Plan
Text or Map Amendment:** \$350

Appeal: \$250

Zoning Verification Letter: \$25 per lot.

**CITY OF BELVIDERE
REZONINGS, SPECIAL USES AND TEXT AMENDMENTS**

2025 CALENDAR YEAR MEETING DATES

APPLICATION DEADLINE	PLANNING & ZONING COMMISSION	CITY COUNCIL 1ST READING	CITY COUNCIL 2ND READING
December 10, 2024	* January 14, 2025	January 20, 2025	February 3, 2025
January 14, 2025	February 11, 2025	February 17, 2025	March 3, 2025
February 11, 2025	March 11, 2025	March 17, 2025	April 7, 2025
March 11, 2025	April 8, 2025	April 21, 2025	May 5, 2025
April 8, 2025	May 13, 2025	May 19, 2025	June 2, 2025
May 13, 2025	June 10, 2025	June 16, 2025	July 7, 2025
June 10, 2025	July 8, 2025	July 21, 2025	August 7, 2025
July 8, 2025	August 12, 2025	August 18, 2025	September 1, 2025
August 12, 2025	September 9, 2025	September 15, 2025	October 6, 2025
September 9, 2025	October 14, 2025	October 20, 2025	November 3, 2025
October 14, 2025	* November 11, 2025	November 17, 2025	December 1, 2025
November 11, 2025	December 9, 2025	December 15, 2025	January 5, 2026
December 9, 2025	January 13, 2026	January 19, 2026	February 2, 2026

Applications will not be processed until all required information is submitted

*date may have been changed due to holiday