

**ZONING APPLICATION PROCESS, TIMETABLE and
GENERAL INSTRUCTIONS FOR FILING A ZONING APPLICATION**

Please be aware that the City Council action necessary for zoning requests can sometimes be lengthy. If the standard steps are taken to approve your request the following calendar would apply:

Week One:	Tuesday, Zoning Board of Appeals meeting
Week Two:	Monday, Codes and Regulations Committee meeting
Week Three:	Monday, Committee Report read into City Council; Committee Report approved by City Council;
Week Five:	Monday, Ordinance read into City Council; Ordinance approved by City Council
Week Seven:	Monday, Ordinance takes affect (or item may be reconsidered by City Council)

1. Applicants are required to *make an appointment to review their application* at least one week prior to the filing deadline date. The application form is to be completed in full and returned to the Zoning Office by the filing deadline to be heard at the corresponding Zoning Board of Appeals meeting. (See Schedule of Public Hearings)
2. In some cases review may be required by the Illinois Department of Natural Resources. The applicant must contact the Illinois Department of Natural Resources prior to filing an application to find out if this review will be necessary for their property.
3. If the Zoning Application requested involves a change of use, new access or a modification of an existing *access onto a State or County maintained road or street*, then the petitioner must apply for an access permit from the appropriate agency. The applicant may write or call the following for information on how to apply or whether or not a permit is necessary:

**Illinois Department of Transportation
Division of Highways, District 2
819 Depot Avenue
Dixon, IL 61021-3500
(815) 284-2271**

**Winnebago County Highway Dept.
424 North Springfield Avenue
Rockford, IL 61101
(815) 965-9431**

4. Names and addresses of the required *adjacent property owners* (required under item 10 on the Zoning Application form) can be obtained from:
**Winnebago County Recorder's Office
404 Elm Street, 4th Floor
Rockford, Illinois**

5. A *soils report* is required by State law for all zoning requests.
**The Winnebago County Soil and Water Conservation District
4833 Owen Center Road
Rockford, Illinois 61101
(815) 965-2392 ext. 3**

You must request this report from them; their form is attached at the end of this packet. Please note that a fee is charged for this service.

6. A **site plan drawn to-scale** must be submitted with the application if the zoning request includes either a Special Use Permit and/or a Variation. The site plan must be drawn to scale (engineer or architects scale, and at least one copy of any site plan submitted to this department must be sized 11" x 17" or 8.5" x 11", and include the following: (see sample site plan attached for example).

- Dimensions of the parcel and dimensions and setbacks of all existing and proposed structures.
- Streets, sidewalks and curb cuts for access to the property; the required number of off-street parking stalls, loading and stacking areas, and their dimensions; and traffic circulation aisles and their dimensions.
- A landscaping plan showing all the landscape strips and buffers required by the Zoning Ordinance, including dimensions and a summary of the landscape units required to be provided with the proposed development.

Please Note: If alterations to the site plan submitted are required in order to meet the Zoning Ordinance regulations you will be required to revise the site plan. This could result in a delay in the processing of your application.

You or your representative **must** appear before the Zoning Board of Appeals on the designated meeting date. Failure to appear may result in a Zoning Board recommendation to deny your request or cause action on your request to be delayed. If, for any reason, you desire to have your application heard at a later Zoning Board of Appeals meeting, a request must be submitted in writing to this office prior to the meeting date for which it has been scheduled.

Should time be of the essence there are ways to expedite this process. Two Alderman, with Council approval, may "**Suspend the Rules**" when the Committee Report is read in and when the Ordinance is read in, thus placing the item on passage three weeks early. The implementation of this procedure is the responsibility of the applicant who must notify the Chairman of the Code and Regulation Committee in writing prior to the Committee meeting explaining the reasoning for requesting this action. However, the Legal Department does need to be notified of this by the Chairman of the Code and Regulation Committee by the Wednesday prior to the City Council in order to draft the Ordinance.

- ◆ This is somewhat complex and confusing for those not familiar with the process. If you have any questions, please feel free to contact the Legal Department, Angela Hammer, at 779-348-7389.

If you have any questions regarding the zoning procedure or the information required on the application form please contact the Zoning Office at 779-348-7163 - we are here to assist you.