



City of Collinsville
REZONING APPLICATION – EXISTING STRUCTURES
 Department of Community Development
 618.346.5200 ext. 1123

FOR USE WHEN PROPOSING REZONING OF EXISTING STRUCTURE(S) REQUIRING NO DEVIATION FROM THE UNDERLYING REQUIREMENTS OF THE REQUESTED ZONING DISTRICT AND NO SUBDIVISION OF PROPERTY. **SUBMITTAL REQUIRED 6 WEEKS PRIOR TO PLANNING COMMISSION MEETING.**

PROJECT NAME: _____ DATE: _____

PROJECT ADDRESS: _____ COLLINSVILLE, IL _____

PARCEL ID NUMBER: _____

DEVELOPER NAME: _____ PHONE: _____

DEVELOPER MAILING ADDRESS: _____

PROPERTY INTEREST OF DEVELOPER/APPLICANT:

OWNER CONTRACT PURCHASER LESSEE OTHER-SPECIFY _____

AUTHORIZED AGENT: (IF OTHER THAN APPLICANT) _____ PHONE: _____

NAME OF COMPANY: _____ OWNER REP ENGINEER OTHER

ADDRESS: _____ CITY, STATE, ZIP: _____

AGENT EMAIL ADDRESS: _____

PROPERTY OWNER NAME (IF OTHER THAN ABOVE): _____

ADDRESS: _____ CITY, STATE, ZIP _____

CONTACT NAME: _____ PHONE: _____

CURRENT ZONING: _____ REQUESTED ZONING: _____

PRESENT USE OF PROPERTY: (SINGLE FAMILY HOME, MULTI-FAMILY HOME, COMMERCIAL, VACANT, ETC.)

PLANNED USE OF PROPERTY: (DETAILED NARRATIVE REQUIRED)

IS THERE A SITE PLAN INCLUDED IN THIS SUBMISSION? YES NO SITE PLAN WAIVED BY: _____

ARE DEVIATIONS FROM THE REQUIREMENTS OF THE ZONING DISTRICT REQUESTED? YES NO

DEVIATIONS REQUESTED MUST BE NOTED ON YOUR SITE PLAN APPLICATION, BY NUMBER, AND EXPLAINED.

PACKAGE MUST BE COMPLETE IN ORDER TO BE ACCEPTED FOR REVIEW.
INCOMPLETE SUBMISSIONS WILL BE RETURNED & WILL DELAY ACTION

CERTIFICATION: By signing below, I certify that I am the appointed representative for the above named project and shall be considered the primary contact for all questions related to all rezoning and site plan submission activity. As such, decisions made by me shall be considered made on behalf of the owner, developer or other interested parties. I certify that I have read and understand the submittal instructions, and understand that my failure to follow the submittal requirements will result in rejection of the application package. *NOTE: Application must be signed by owner if other than applicant*

Date: _____ Applicant Signature: _____

Date: _____ Owner Signature: _____

Please read this entire application thoroughly and refer to the City of Collinsville Zoning Code, Section 17.150, *Amendments*, as well as all other applicable sections. It is the applicant's responsibility to read and understand the submittal process; failure to submit as required will delay the process.

SUBMITTAL REQUIREMENTS: SUBMITTAL PACKAGE MUST BE COMPLETE & RECEIVED NO LESS THAN 6 WEEKS PRIOR TO PLANNING COMMISSION MEETING IN ORDER TO BE ACCEPTED FOR REVIEW. Please indicate the following items are included in the submittal by placing a checkmark next to the item. Any items not checked must be explained or waived by the Community Development Director.

- () List of property owners within 250 feet and their mailing addresses. This information must be obtained from the Collinsville Township Tax Assessor's Office, phone 618-345-0051, or from St. Clair County, phone 618-277-6600.
- () Written narrative description of proposed project. Include any and all information pertinent or helpful in obtaining approval of the project.
- () Existing conditions Site Plan which includes the following.
 - * 6 full size sets (no larger than 24" x 36") & 1 set reduced to 11" x 17", collated and folded.
 - * Seal & Signature of Licensed Architect or Engineer
 - * Title & Date of Origin
 - * Parcel Boundaries (lot lines)
 - * Easements - existing and proposed, showing locations, widths and purposes
 - * Labeled Streets and Alleys
 - * Structures – existing and proposed; location, square footage, etc.
 - * Fences – existing and proposed; location, size, style, material
 - * Right of Ways
 - * North Arrow Indicator
 - * Pavement Location
 - * Approximate Gradients
 - * Landscaping – existing and proposed
 - * Location of major water courses, ponding areas, natural drainageways, flood hazard areas
 - * Other requirements as may be imposed by the City Planner or City Engineer
- () Area map which shows the following:
 - * All adjacent property within 250 feet of subject property boundaries identified by circle or color
 - * Adjoining properties identified by Owner Name, Address, and Parcel Number
 - * All streets and alleys labeled
 - * North arrow
- () Legal description (metes & bounds description required) in written and electronic format (Word)
- () Electronic versions in pdf or jpg format. Include application, narrative, every page of plans, all maps, etc.
- () Attach \$250 fee and signed Development Fees Worksheet

Procedure:

The application fee for rezoning is \$250. All rezonings require notification of surrounding property owners (within 250 ft), and a public hearing before the Planning Commission. Rezoning of *existing structures* requires the submittal of an existing conditions site plan, unless waived by the Community Development Director.

The process for rezoning is as follows:

Development Review. Many developers choose to meet with the Development Review Team as the first step in the development process. Although this step is optional, it is helpful in obtaining necessary information from the appropriate City staff prior to submittal of documents. The Development Review Team meets the first Thursday of the month at 10 am at City Hall. To get on the agenda, call Tracy Carlson at 618-346-5200 ext. 1123.

Application. Applicants must submit the appropriate application for rezoning and \$250 application fee, along with the required attachments, including 6 full size sets of plans and one set reduced to no larger than 11" x 17". Plans should be collated, stapled and folded, when possible. In most cases, this information must be submitted no later than 6 weeks prior to the target Planning Commission meeting, held on the second Thursday of every month. **Failure to submit all the required information/documentation will result in rejection and return of the submittal package. Submittals must be complete and must be received no less than 6 weeks prior to the Planning Commission meeting or are not guaranteed to appear on the agenda for that meeting and will likely be delayed or continued to a subsequent meeting.**

Required Public Notice. Illinois State Statutes require publication of the notice of public hearing no more than 30 and no less than 15 calendar days prior to the hearing. City Staff will notify surrounding property owners, publish the public notice, and schedule the public hearing before the Planning Commission, based on the property owner information supplied by the applicant.

Planning Commission Recommendation: The Planning Commission will consider the rezoning for recommendation to the City Council after hearing input from any interested parties. The Commission can approve as submitted, approve with amendments, or continue the public hearing to another date to allow additional discussion, submittal or amendment.

City Council Approval. The ordinance allowing for the rezoning will be placed on the City Council agenda along with the recommendation from the Planning Commission. The City Council has final approval of all rezoning ordinances, although the site plan approval lies with the Planning Commission.

A SUMMARY OF THE DEVELOPMENT PROCESS STEP BY STEP

1. Rezoning (if necessary). Zoning Code Section 17.150
2. Site Plan (alone or in conjunction with rezoning). Zoning Code Section 17.120
3. Preliminary Plat (if necessary for subdivision or consolidation of property). Subdivision Code Section 16.12
4. Improvement Plans (for approval of public utility details). Subdivision Code Section 16.12
5. Final Plat (after public improvements have been installed and approved). Subdivision Code Section 16.12
6. Grading Permit Application (may be required at any point in this process on a case by case basis)
7. Building Permit Application

PLANNING COMMISSION MEETING SUBMITTAL SCHEDULE
2014 / 2015

Date of Planning Commission Mtg	Date of Meeting	Deadline for <u>Complete</u> Submittal
JULY 2014	Thursday, July 10	May 29
AUGUST 2014	Thursday, August 14	July 3
SEPTEMBER 2014	Thursday, September 11	July 31
OCTOBER 2014	Thursday, October 9	August 28
NOVEMBER 2014	Thursday, November 13	October 2
DECEMBER 2014	Thursday, December 11	October 30
JANUARY 2015	Thursday, January 8	November 27
FEBRUARY 2015	Thursday, February 12	January 1
MARCH 2015	Thursday, March 12	January 29
APRIL 2015	Thursday, April 9	February 26
MAY 2015	Thursday, May 14	April 2
JUNE 2015	Thursday, June 11	March 30