A SUMMARY OF THE REQUIREMENTS AND PROCEDURES FOR FILING APPLICATIONS FOR MAP AMENDMENTS (REZONINGS)

1. Before any application for rezoning can be processed and placed on the various agendas you must complete the application. The application has two (2) parts. The first part provides space for the name of the owner and applicant, the legal description and common location of the property and the present and requested use of the property. It also provides space for you to insert a detailed explanation as to what it is you are requesting. The second part is completed by filling in the names and addresses of all owners of property within 250 feet of your property. Usually you can obtain these names and addresses by visiting the Supervisor of Assessments Office which is located in the County Building.

2. Along with the completed application, you will be required to pay a filing fee. This fee is established by the County Board and is assessed according to the fee schedule. You will also be required to pay the cost of publishing the notice of the hearing in the newspaper. The Administrator will mail a copy of the statement to you a week or so before the hearing. This fee should be paid directly to the newspaper. The amount shown on that notice must be paid prior to the hearing date or your request may be continued to a later meeting. The filing fee is nonrefundable.

3. The completed application and the filing fee are submitted to the Administrator.

4. All applications are reviewed by the Planning Commission for compliance with the various elements contained in the Comprehensive Plan. A public hearing is held before the Zoning Board. Both of these bodies prepare a recommendation which is sent to the County Board for their final decision. The County Board may approve your request for rezoning or they may deny it.

5. The Administrator will forward your application to the members of the Planning Commission, Zoning Board, and County Board at the appropriate time during the review process.

6. The Administrator will place your application on the proper agenda at the proper time, set the date, time and place of the various meetings, make the necessary arrangements to have the required public notice published in the newspaper, will provide you with written notice of the Planning Commission and Zoning Board meetings and may send courtesy notices to all owners of property within 250’ of the property in question. Both the Planning Commission and Zoning Board have set meeting dates throughout the year and can only accept new applications at these meetings. You may obtain a copy of the regular meeting dates from the Administrator.
7. It is advisable for you to attend the Planning Commission meeting. You may however decide to appear by a representative specifically designated by you to speak on your behalf. You may also appear with or be represented by an attorney. If you will appear with or be represented by an attorney you are required to file that individual’s name, business address and daytime telephone number as part of your application.

8. It is extremely important that you or your officially named representative be present at the Zoning Board hearing. Failure to appear before the Zoning Board may result in your application being continued to a future meeting or having your request dismissed.

9. The County Board is a public meeting and anyone may attend. If you desire to speak at the County Board meeting, you must notify the County Clerk and request that you be placed on the Board’s agenda.

10. The Administrator will provide you with written notification of the County Board’s decision.

11. Approval of your request for rezoning does NOT constitute nor guarantee the issuance of any permits for construction. Permits are required for all construction and land use changes. Approval of your rezoning application by the County Board authorizes the Administrator to issue permits IF the particular permit application complies with the provisions of the DeWitt County Code and is in harmony with and in conformity to the authority granted to the Administrator by the County Board.

12. In formalizing your presentations before the Planning Commission and Zoning Board it is important for you to understand that the County is NOT required to approve your request. The decision on whether your application is approved is in part dependent upon the evidence you present. The burden of proof is your responsibility. Although there are many other factors which may affect the final outcome of your request it is important that you be prepared to offer testimony, present exhibits and provides factual information on the reasons for your request and its affect on your area. You may wish to appear with persons who can provide testimony which backs your position. You may want to present photographs, use overheads or show a videotape as part of your testimony. If you should need video equipment at either the Planning Commission or the Zoning Board meetings you must provide the Department a few days notice prior to the meeting date.

PLEASE NOTE THAT WE IN THE DEPARTMENT CANNOT COMPLETE THE APPLICATION FOR YOU. WE LIKewise CANNOT PROVIDE YOU WITH LEGAL ADVICE. WE CAN HOWEVER EXPLAIN THE PROCESS AND THE PROCEDURES WHICH WILL BE FOLLOWED.

IF YOU HAVE ANY QUESTIONS CONCERNING THE APPLICATION OR THE PROCESS INVOLVED DO NOT HESITATE TO THE CONTACT THE DEPARTMENT FOR ASSISTANCE.

Dated 1 September 2015
APPLICATION FOR MAP AMENDMENT (REZONING)  (Part 1)

NO action will be taken on this application until all required information and exhibits are included.

Applicant:
Name(s)________________________________ Address(es)____________________________________

Daytime Telephone________________________

Owner:
Name(s)________________________________ Address(es)____________________________________

Daytime Telephone________________________

The Applicant’s Interest in the Property _______________________________________________________

Address or Common Location of the Property____________________________________________________

The Legal Description of the Property___________________________________________________________

_____________________________________________________________________________________

The named property contains _______ acres or ______ square feet.

I/We are requesting that the above named property be rezoned from the _______ to the _______ District.

Our purpose for requesting this rezoning is ______________________________________________________

I/We hereby certify that all of the statements made and information submitted and all of the statements

contained in any attachments, paper, or plans submitted herewith are true, correct, and complete to the

best of our knowledge and belief.  I/We hereby consent to the entry in or upon the premises described in

this Application by the Administrator or any authorized official of the County of DeWitt, IL, for purposes

related to that applied for herein.

Applicants:  Owners:

Signature                                      Date                                    Signature                                      Date

Signature                                      Date                                    Signature                                      Date
APPLICATION FOR MAP AMENDMENT (REZONING) (Part 2)

I/We being the applicant(s) and owner(s) hereby request that the following described property be rezoned from the present _______ District to the _______ District:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

and hereby list, by complete name and address, all owners of property within 250’ of the property described above.

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I/We, being the owner(s) and applicant(s) of the above named property, hereby certify to the best of our knowledge that the names and addresses listed above are true, correct, and include all owners of property within 250’ of the named property.

Applicants:          Owners:

_________________________________________  ______________________________
Signature                      Date                      Signature                      Date

_________________________________________  ______________________________
Signature                      Date                      Signature                      Date