CITY OF PLANO

17 EAST MAIN STREET
PLANO, IL 60545
Phone 630-552-8275
Fax 630-552-8292

___**Pre-Annexation**
___**Annexation**
___**Variation**
___**Special Use**
✓**Zoning**

Date of Application_____

1. Name and address of petitioner:_____

_____

a) Name, address and telephone number of the person(s) to whom inquiries about this petition should be directed_____

_____

2. Name of Holder of Legal Title, if different from petitioner:_____

_____

3. If Legal Title is held in a Land Trust, list the names of all holders of any Beneficial interest therein:_____

_____

_____

4. a) Tax Parcel Number_____

b) Street Address of subject property:_____

c) Legal Description: Lot_____ Block_____ Subdivision_____

5. Adjoining or contiguous landowners entitled to notice of petition under applicable City Ordinance (if more space is needed, attach as Exhibit "B")

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

6. List all governmental entities or agencies (e.g. state and county highway departments, etc.) required to receive notice under Illinois law:_____

_____

_____

7. Present Zoning Classification and Use of Parcel:_____

8. Proposed Zoning Classification and Use of Parcel:_____

9. If variation is requested, describe the variation and which City Ordinances are involved:_____

_____

_____

_____

10. Submit thirty (30) copies of each of the following documents to the City Clerk, along with any filing fees, as determined by the appropriate City Ordinance which governs the petition.

a) This application, signed and notarized

b) A survey of the petitioned property, prepared by a registered Illinois Land Surveyor

c) A drawing of any proposed uses of the subject property

d) Any other attachments required

IN WITNESS WHEREOF the following Petitioner(s) have submitted this application under oath, and verify that to the best of their knowledge, its contents are true and correct.

_____ _____

_____ _____

_____ _____

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20____

_____

Notary Public

CITY OF PLANO
2014 SUBMITTAL SCHEDULE

PLAN COMMISSION/ZONING BOARD OF APPEALS SUBMITTALS

Plan Commission/ZBA Meeting Date	Public Hearing Submittal Deadline	Non-Public Hearing Submittal Deadline
Note: Meeting Dates are Subject to Change		
February 3, 2014	January 10, 2014	January 17, 2014
March 3, 2014	February 7, 2014	February 14, 2014
April 7, 2014	March 7, 2014	March 14, 2014
May 5, 2014	April 11, 2014	April 17, 2014
June 2, 2014	May 9, 2014	May 16, 2014
July 7, 2013	June 13, 2014	June 20, 2014
August 4, 2014	July 11, 2014	July 18, 2014
September 2, 2014	August 8, 2014	August 15, 2014
October 6, 2014	September 12, 2014	September 19, 2014
November 3, 2014	October 10, 2014	October 17, 2014
December 1, 2014	November 7, 2014	November 14, 2014
January 5, 2015	December 12, 2014	December 19, 2014

A **complete** application **must** be received by the submittal deadline indicated above in order to be considered for Plan Commission/Zoning Board of Appeals agenda placement. **Submittal by the identified deadline will not automatically guarantee agenda placement**. While every effort will be made to accommodate petitioners in a timely manner, agenda placement is still subject to the accuracy of the packet, Staff's schedule/ability to review same, and the timing of re-submittals or revisions, if necessary. Petitioners/applicants are requested to specify a **single contact person** through whom all correspondence will be transmitted.

ALL OF THE FOLLOWING INFORMATION

CAN BE FOUND IN DETAIL

IN THE

CITY CODES

ON THE

CITY WEBSITE

AT

www.cityofplanoil.com

The following list specifies what constitutes a COMPLETE APPLICATION PACKET for the petitions identified.

Project Review Board: (Application required)

Prior to any consideration of any specific development proposal

-Fee $300.00

ANNEXATIONS - PUBLIC HEARING REQUIRED

-Petitions: 1 original, 25 copies

-Annexation Map: **25 copies on 8 1/2" by 11" paper**

-Natural Resource Inventory from Kendall County Soil & Water Conservation District

-Fees:

-Base fee: $300.00; for each acre in excess of 5 acres=$20.00

AMENDMENTS: TO RE-ZONE - PUBLIC HEARING REQUIRED (Application Required)

-Petitions: 1 original, 25 copies

-Current plat of survey: 25 copies

-Site Plan containing all information deemed appropriate by the Plan Commission: 25 copies

-Fees:

Base fee: $200.00

For each acre up to and including 20 acres=$30.00; for each acre in excess of 20 acres=$20.00

SPECIAL USE-PUBLIC HEARING REQUIRED (Application Required)

-Petitions: 1 original, 25 copies

-Current plat of survey: 25 copies

-Fees:

Planned Unit Developments: Base fee $300.00, for each acre up to and including 20 acres = $30.00, for each acre in excess of 20 acres = $20.00

All other special uses: Base fee: $250.00 additional $20.00 for each acre

VARIANCE - PUBLIC HEARING REQUIRED

-Petitions: 1 original, 25 copies

-Current plat of survey: 25 copies

-Fees: $200.00

Review of zoning/subdivision proposal within the 1 1/2 mile zoning jurisdiction outside of the City limits: **No Public Hearing Required**

Before subdividing any tract or parcel of land in the City and in the unincorporated area within one and one-half (1 1/2) miles beyond the city limits, or wishing to dedicate streets, alleys or other land for public use, an owner or sub-divider shall submit.

1. A sketch plan
2. A preliminary plat
3. A final plat

Base Fee: $300.00 - for each acre in excess of 5 acres - $20.00

PREAPPLICATION REPORT FOR SUBDIVISIONS - NO PUBLIC HEARING REQUIRED

-Pre-application report: 24 copies

PRELIMINARY SUBDIVISION PLAT - NO PUBLIC HEARING REQUIRED

-Application: 24 copies
-Preliminary Plat: 24 copies
-Fees

$25.00 for each lot or parcel; but not less than $250.00

Review Fee: $1500.00 (to be deposited into an escrow account with the City of be used to pay for services as they are rendered by City Planners, Engineer's Services or Legal Fees). When the initial deposit is exhausted, the City shall bill the applicant for an additional deposit. Any excess funds in the escrow account shall be refunded to the applicant.

FINAL SUBDIVISION PLAT - NO PUBLIC HEARING REQUIRED

-Application: 24 copies
-Original drawing, not to exceed 24" X 36" drawn with ink on linen tracing cloth or its equivalent, one transparency print and 5 contact prints, 5 copies of all supporting maps, plans and other drawings and all other required documents.
-Fees:

$25.00 for each lot or parcel; but not less than $250.00

PLANNED UNIT DEVELOPMENT-PUBLIC HEARING REQUIRED

-Petition: 1 original, 25 copies
-Site plan: 25 copies
-Fees:

Base fee: $300.00; additional $30.00 per acre up to and including 20 acres, $20.00 per acre in excess of 20 acres

Before subdividing any tract or parcel of land in the City and in the unincorporated area within one and one-half (1 1/2) miles beyond the city limits, or wishing to dedicate streets, alleys or other land for public use, an owner or developer shall submit:

1. a sketch plan
2. a preliminary plat
3. a final plat

Subdivision Review: (6-2-1)

Review Fee: $1500.00 (to be deposited into an escrow account with the City to be used to pay for services as they are rendered by City Planners, Engineer's Services or Legal Fees). When the initial deposit is exhausted, the City shall bill the applicant for an additional deposit. Any excess funds in the escrow account shall be refunded to the applicant.

Preliminary Plat: - (24 copies) (To Plan Commission, City Attorney, City Council and Mayor, City Engineer, Planning Consultant) Fee: $25.00 for each lot or parcel - Minimum of $250.00

Final Plat (24 copies) (To Plan Commission, City Attorney, City Council and Mayor, City Engineer, Planning Consultant) Fee: $25.00 for each lot or parcel - Minimum of $250.00

IMPACT FEES: $5,000.00 - (Applies to all lots platted after 1988) Assessed at the time of building permit (Business and Manufacturing - receives a credit of $250.00 against said impact fees for each job estimated to be created) **(6-8-7.C)**

SCHOOL LAND CASH: (Residential only)

Assessed at the time of the approval of the final plat **(6-9-1)**

PARKS LAND CASH: (Residential only)

Assessed at the time of the approval of the final plat **(6-10-1)**

LIBRARY TRANSITION FEE: - 300.00 per residential dwelling unit payable to library district treasurer before building permit issued (lots platted after 6/25/01)**(6-11-1)**

SCHOOL TRANSITION FEE: $4600.00 per residential dwelling unit payable to the School District Treasurer before building permit issued (lots platted after 8/13/01)**(6-12-1)**

FIRE DISTRICT TRANSITION FEE: $500.00 per residential dwelling unit payable to the Fire District before building permit issued (lots platted after 4/8/02) **(6-14-1)**
Commercial/Industrial 35 cents/sq. ft. at building permit

PREANNEXATION SEWER FEE: $2400.00 per acre assessed at Final Plat **(7-2-2.1)**

INFRASTRUCTURE FEE: $4,050.00 per acre (for currently annexed property at Final Plat - for new annexations at time of annexation).**(6-13-2)**

ORDINANCE NO. 2006-32

AN ORDINANCE AMENDING THE PLANO CITY CODE SECTION 5-12-7

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PLANO, KENDALL COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That Section 5-12-7 of the Plano City Code entitled **APPLICATION FOR ANNEXATION, ZONING, VARIATION OR SPECIAL USE: NOTICES**, be amended in its entirety, as follows:

"5-12-7: APPLICATION FOR ANNEXATION, ZONING, VARIATION OR SPECIAL USE; NOTICES:

A. All applications for annexation, zoning and/or variations and special use, to be considered at the monthly meeting of the Plan Commission or to be considered at a public hearing before the Zoning Board of Appeals, and to be thereafter considered by the City Council shall be filed with the City Clerk not later than the fifteenth day of the month preceding the month during which the applicant desires to have the application considered by the Plan Commission and/or the Zoning Board of Appeals.

B. Notices:

1. For all applications certified public notice shall be mailed by the applicant. Said notices shall be mailed after a public hearing date has been scheduled by the City Clerk to be held before the Planning Commission / Zoning Board of Appeals. The notices shall be mailed to all owners of record within two hundred fifty (250) feet in each direction of the location in which the property is located, and to owners or occupants of other properties which may be affected as determined by the planning commission. The owners of record within the two-hundred-fifty-foot requirement shall be determined by consulting the tax assessor's rolls of the township or the county in which the property is located, provided the number of feet occupied by all public roads, streets, alleys and other public ways shall be excluded in computing the two-hundred-fifty-foot

requirement. The notice shall be in writing and shall contain the following information:

(a) Common description of property.

(b) Requested action.

(c) Date, time and place of hearing.

(d) Reference to Building, Planning, & Zoning Department of the City of Plano for further information, including telephone number of Building, Planning, & Zoning Department. The notice shall be mailed not more than thirty (30) days, or less than fifteen (15) days in advance of such hearing. The notice shall be sent by regular mail, properly addressed as shown on the assessor's rolls and with sufficient postage affixed thereto, and shall be attested to by means of a certificate of mailing and an affidavit of mailing which shall include a copy of the notice and a complete list of names, addresses and tax parcel numbers of said owners of record required to be mailed the notice.

The certificate of mailing and the affidavit of mailing with its attachments shall be submitted to the City Clerk prior to the hearing date and shall be made part of the hearing record.

In connection with the requirements of this section, the following forms and instructions are on file with the City Clerk:

(i) Form for certified public notice.

(ii) Instructions for determining scope of two-hundred-fifty-foot distance.

(iii) Form for owners of record and tax parcel number listing.

(iv) Affidavit form for mailing.

(v) Certificate of mailing form.

2.Posting of sign. For all rezoning petitions a sign provided by the City Clerk shall be posted by the petitioner and/or property owner. The sign shall be posted after a public hearing date has been scheduled by the City Clerk to be held before the planning commission. The sign shall be

at least two (2) feet in height and four (4) feet in length and shall be posted not more than fifteen (15) days or less than ten (10) days in advance of the public hearing. The sign or signs shall be posted so that at least one sign is clearly readable from all adjacent roadways. The sign shall contain the following information:

(i) Requested action.

(ii) Date, time and place of public hearing.

(iii) Reference to Building, Planning, & Zoning Department of the City of Plano for further information, including telephone number of Building, Planning, & Zoning Department.

The sign shall not be removed until the public hearing before the planning commission has been completed unless otherwise directed by the planning commission or city council. This section is intended to be a directive, and any failure to comply with the requirements hereof shall not deprive the planning commission or city council of jurisdiction to pass any amendment to this ordinance, nor shall any defect render invalid any proceedings held in furtherance of any such amendment.

The petitioner and/or property owner shall also file with the City Clerk no later than ten (10) days before the public hearing date, an affidavit verifying who posted the sign and the date and time of its posting, and including a location map showing where said sign was posted on the property and a photograph of said sign after it was erected. In connection with the requirements of this section, the following forms and instructions are on file with the City Clerk:

(i) Instructions for the posting of the sign.

(ii) Affidavit form for posting of sign.

3. Publications. The City Clerk shall cause a notice of time, place and purpose of such hearing to be published in a newspaper of general circulation within the City of Plano not more than thirty (30) days or less than fifteen (15) days in advance of such hearing

C. No application will be processed by the City Clerk and forwarded to the Plan Commission or the Zoning Board of Appeals unless and until all documentation, including mapping, required to be submitted with the application has been received by the City Clerk.

D. All applications for annexation shall be accompanied by an annexation map prepared by an Illinois registered land surveyor showing the existing City limits and containing an accurate map of the property to be annexed accompanied by the exact legal description thereof and the acreage thereof. Said map shall, where feasible, be contained on eight and one-half inches by eleven inches (8 1/2" x 11") paper.

E. Prior to or simultaneously with the filing of an application for annexation, the applicant shall request from the Kendall County Soil and Water Conservation District a natural resource inventory of the subject real estate. No application for annexation will be heard by the Plan Commission, the Zoning Board of Appeals or the City Council until the City has received the natural resource inventory.

F. Failure of the applicant to comply with the guidelines contained in this Section shall result in delays in the processing of the application for annexation, zoning and/or variation or special use.

G. The petitioner, or his representative, shall attend all pertinent meetings to present the petition, and failure to attend may result in the delay of any processing of the application or petition."

Section 2. This Ordinance shall be in full force and effect from and after its passage and approval.

PASSED by the City Council of the CITY OF PLANO on the 24th day of April, 2006.

APPROVED by the Mayor of the CITY OF PLANO on the 25 day of Apr, 2006.

Mayor

ATTEST:

City Clerk

Y:\City of Plano.2006\Ordinances\AMEND.PC & ZBA NOTICES.doc

Exhibit "A"

Insert Map here

Affidavit

The undersigned_____, being duly sworn on oath states as follows:

1. That on (date) being at least (words, number) days in advance of the public hearing date, a Public Notice sign was posted on the subject property, at (common description of property).

2. That the above drawing marked Exhibit "A" , indicates the location of the Public Notice Sign(s) that was posted.

_____
Owner / Contractor Purchaser / Duly Authorized Agent

Given under my hand and notary seal this ____ day of _____, 200__.

_____
Notary Signature
My commission expires_____.

Certification of Mailing

Affidavit

The undersigned, _____, being duly sworn on oath states as follows:

1. That he / she is owner / contract purchaser / duly authorized agent (circle one) of the property described as follows: (Insert legal description and / or street address) and that subject property is the subject of a petition for (variation, special use, subdivision, annexation).

2. That the attached Public Notice, marked as Exhibit "A", was served on all parties whose names and addresses are identified on the attached Certificate of Mailing listing, marked as Exhibit "B" by mailing a copy of said Notice to all parties identified on Exhibit "B", by depositing said Notices in the United States Mail, at (City, State) with proper postage for Certification of Mailing on the _____ day of _____, 200__.

_____

Owner, Contract Purchaser, Duly Authorized Agent
Signature

Subscribed and sworn before me this ____day of _____, 200__.

_____

Notary Public

My Commission expires_____.

Certification of Mailing

The following pieces of ordinary mail were received from: _____

Name of addressee, street and post office address	Representing (P.I.N.)

Total of pieces listed by sender:

_____
(write number in words)

Postmaster, per _____
Signature

Post Mark Seal

SAMPLE

Date:

Dear Property Owner:

This letter of notification has been sent in accordance with the provisions of the City of Plano zoning ordinance to inform you of a scheduled public hearing to be held by the Plano Planning Commission / Zoning Board of Appeals on Month, day, year at 7:00 p.m. (prevailing time) at City Hall, Council Chambers, 17 E. Main Street, (Use James Street entrance).

You are being notified because you are listed as the owner of a parcel of land within two hundred fifty feet (250') of property which is the subject of Request for Variation, Zoning Change application, Request for Special Use, Petition for Subdivision, Petition for Annexation filed with the City of Plano (copy of petition attached).

All interested persons will be given the opportunity to be heard at the public hearing. Interested persons may present either written or verbal comment at the public hearing.

If you have any questions regarding this notice, you may direct them to the Building, Planning, & Zoning Department, City of Plano at (630) 552-8425 between 8:00 am and 5:00 p.m. Monday through Friday.

This letter has been prepared and mailed by:

_____

Owner, Contract Purchaser, Agent

_____ _____

Signature Date

This Notice sent by Order of the City of Plano