



ZONING MAP AMENDMENT (REZONING) APPLICATION

(See Instruction & Requirements on Page 3)

City of Columbia
208 S. Rapp Ave.
Columbia, IL 62236
618.281.7144 x 105

1. Applicant Information:			
Name:		Phone #:	
Address:			
Email:			

2. Property Interest of Applicant:			
Owner	Contract Purchaser	Leaseholder	Other:

3. Property Owner Information (if different than applicant):			
Name:		Phone #:	
Address:			
Email:			

An amendment to the official zoning map is requested as follows:

4. What is the <u>present</u> land use and zoning district of the property?	
Land Use:	
Zoning District:	

5. What is the <u>proposed</u> land use and zoning district of the property?	
Land Use:	
Zoning District:	

6. Reason for amendment:

I certify that all of the above statements/information and the statements contained in any papers or plans submitted herewith are true and accurate. I consent to the entry in or upon the premises described in this application by any authorized official of the City of Columbia for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Applicant Signature (Mandatory)

Date

Property Owner Signature (Mandatory)

Date

Office Use Below

Amendment Request #:	
Date:	

Ordinance No.:	
Date:	

PAYMENT

Amount Due:	
Date Paid:	

Cash:	
Check #:	
Credit Card:	

Date set for public hearing: _____

Notice published in the Republic Times on: _____

Notice posted bulletin board/window & website on: _____

Recommendation of Plan Commission	
	Denied
	Approved
	Approved with modification
Date of determination:	

Action by Columbia City Council	
	Denied
	Approved
	Approved with modification
Date of determination:	

CITY OF COLUMBIA, ILLINOIS

INSTRUCTIONS & REQUIREMENTS FOR ZONING MAP AMENDMENT (REZONING) APPLICATION

To request a change in the zoning map, this **Zoning Map Amendment (Rezoning) Application** must be completed and a public hearing held.

- ▶ **Pre-Application Meeting:** It is recommended that applicants schedule a pre-application meeting Community Development Department prior to submitting an application.
- ▶ **Reason for zoning amendment:** Normally there are only two reasons for a change in zoning:
 1. The original zoning was in error, or
 2. The character of the area has changed to such an extent as to warrant rezoning. The burden of providing substantiating evidence rests with the applicant.
- ▶ **Application:** Submit Zoning Map Amendment (Rezoning) Application to the Community Development Office.
- ▶ **Site Plan:** A site plan is required and must include:
 1. Site address, owner name, north arrow, reference scale, scale bar, and legend. Reference scale shall be at an appropriate scale to depict all required elements, portrayed as 1 inch = X feet at a ten (10) foot increment.
 2. Drawings shall be oriented north, except when impractical.
 3. Subject lot and adjacent lot property boundary lines and setback lines with dimensions.
 4. Existing and proposed zoning and uses on the subject lot and adjacent lots.
 5. Edge of pavement for streets and sidewalks.
 6. Sight triangles, access controls, and easements, with dimensions.
 7. Existing and proposed structures on the subject lot and adjacent lots, with dimensions, number of floors/stories, gross floor area, and height.
 8. Existing and proposed off-street parking, loading, and driveway locations.
- ▶ **Fee:** A fee of **\$400.00** for the zoning amendment request must be paid before this application will be accepted.
- ▶ **Public Hearing:** A public hearing will be scheduled within a reasonable time with the Plan Commission. A notice of this hearing will be published in a newspaper of general circulation in the local area at least fifteen (15) days and not more than thirty (30) days before the hearing. The applicant will be notified by mail of the date, time and location of the hearing at least ten (10) days prior to the hearing date. The applicant or his duly authorized agent must appear at the hearing and present his case to the Plan Commission.
- ▶ **Approval Process:** The Plan Commission will forward its recommendation to the City Council within ten (10) days following the public hearing. The recommendation will then be presented to the City Council at the next Committee of the Whole meeting and the Committee will forward a recommendation for City Council consideration. The City Council will either deny the request or approve it by ordinance.