



TEXT AMENDMENT APPLICATION

Application is hereby made by:

Full Name of Petitioner:

Street Address:

City, State and Zip:

Phone Number with Area Code:

E-mail Address:

Text Amendment Request

Please describe the proposed or requested text amendment, including the article and section to be amended, along with any new text that is proposed:

Would the proposed text amendment create any nonconformities in regard to existing structures, uses, or lot/yard/bulk area requirements anywhere within the City of Waukegan?

Yes

No

If yes, how so?

TEXT AMENDMENT APPLICATION

Signatures and Notary Seal

I (We) certify that all of the above statements and statements on any documents or drawings submitted herewith are true to the best of my (our) knowledge and belief.

Name of Applicant

Signature of Applicant and Date

SIGNATURE BY THE APPLICANT INDICATES THAT HE/SHE HAS READ AND UNDERSTANDS THE REQUIREMENTS OF THE TEXT AMENDMENT PROCESS AND THE PLANNING AND ZONING COMMISSION HEARING PROCESS.

NOTARY

STATE OF _____)

) SS.

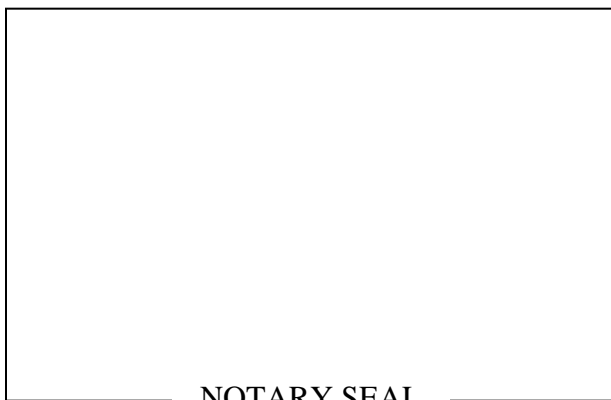
COUNTY OF _____)

I, the undersigned, a Notary Public, in and for said County, in the State aforesaid, DO HEREBY CERTIFY THAT

(NAME OF APPLICANT)

is/are personally known to me, that said person(s) appeared before me this day in person and severally acknowledged that he/she/they signed and delivered the forgoing owners authorization above as his/her/their free and voluntary act for the uses and purposes herein set forth.

Given under my hand and Notary Seal, this _____ day of _____, 20____.



Signature of Notary Public

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PROCEDURES

1. Pre-Application Meeting. A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. The applicant and/or his representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed.
2. Submittal Meeting. Applications are due **BEFORE** the 8th of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall review the application for completeness, to make certain that the application meets the requirements of the Zoning Ordinance, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. Public Hearing. The applicant and/or his representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed text amendment is scheduled to be heard (the second Thursday of the month after the application is received, if received in complete form and prior to the 8th of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
4. Community Development Committee Meeting. The applicant and/or his representative are **REQUIRED** to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month (and after the Planning and Zoning Commission public hearing) anytime between 5:00 PM and 7:00 PM.
5. City Council Meeting. If the Judiciary Committee forwards a recommendation, this application will be considered by the full City Council later that same evening at 7:00 PM.

ATTACHMENT CHECKLIST

Fifteen (15) hard copies of this application

One (1) electronic copy of this application saved on a CD.

Application fee of \$500.00 (make checks payable to City of Waukegan).