



**DeWitt County
Department of Zoning and Planning
Aaron Paque, Administrator**

Dewitt County Building
P. O. Box 439
Clinton, IL 61727-0439
Phone 217-935-7775
apaque@dewittcountyill.com

**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

DEWITT COUNTY, ILLINOIS
DEPARTMENT OF ZONING & PLANNING
DeWitt County Building
201 West Washington Street, P.O. Box 439

Clinton, Illinois 61727-0439
217.935.7775
APPLICATION FOR MAP AMENDMENT (REZONING) (Part 1)

THIS SPACE RESERVED FOR DEPARTMENT USE

Date Filed _____	Rezoning Request # _____	
Fee Amount _____	Date Paid _____	Check # _____
Comments: _____		

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:

_____	_____	_____	_____	S
Signature	Date	Signature	Date	

_____	_____	_____	_____	S
Signature	Date	Signature	Date	

DEWITT COUNTY, ILLINOIS
DEPARTMENT OF ZONING & PLANNING
DeWitt County Building
201 West Washington Street, P.O. Box 439
Clinton, Illinois 61727-0439

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.

NAME	ADDRESS

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	S
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Signature	Date	Signature	Date	S
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