



## **VILLAGE OF MORTON GROVE**

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# Rezoning/Map Amendment Application Packet

Village of Morton Grove  
Department of Community and Economic Development  
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Morton Grove, Illinois 60053  
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## **PROCESS OVERVIEW**

A Rezoning/Map Amendment request typically takes three to four months for review. The process usually includes submittal of the application and associated documents, public meetings with the Traffic Safety and Appearance Commissions, a complete review of plans by all Village Departments, a Staff-Applicant conference, legal notice, public notice sign posting, notification period, and applicant submittal of revised plans and documents. The Plan Commission will then conduct a public hearing for all Rezoning/Map Amendment requests, including determining whether to recommend for or against the application, or to continue the request for further review.

The Village Board then considers the Plan Commission recommendation over a two-meeting period. At the first meeting, the application is presented with a summary report. At the second meeting, the Board votes on an ordinance to grant the request.

***This overview is provided only as a summary of the Rezoning/Map Amendment request process. This full packet contains specific information about requirements and expectations for each step in the process.***

Requests for signs are processed separately; see Village Staff for more information or go to the Village website <http://www.mortongroveil.org/government/departments/FormsPermits.asp> for the sign application.

## **APPLICANT / PETITIONER RESPONSIBILITIES FOR A REZONING/MAP AMENDMENT**

- The applicant is required to attend the public hearing of the Plan Commission and the Village Board meetings where the application is reviewed. The owner should also attend these meetings. If the owner cannot be present, then written authorization allowing the applicant to act on the owner's behalf must be provided. The applicant's attendance is needed to respond to any questions or issues regarding the application.
- The applicant is required to attend the Traffic Safety Commission and Appearance Commission meetings, if they are required for the application. The applicant must present their request to these respective commissions.
- The applicant must submit a completed application with appropriate exhibits for processing.
- The applicant must respond to requests for additional information, revised information or clarifications from Village Staff.
- The applicant and property owner must allow the Village to place a public hearing sign on the subject property. The applicant and property owner must also allow Village Staff, Plan Commissioners, and Village Board members to visit the property in preparation for their review of the case.
- At the public hearing of the Plan Commission, the applicant must present their case to the Commission.

- At the public hearing of the Plan Commission, the applicant will speak before the Commission, and should specifically address each of the Standards for Rezoning/Map Amendment. These Standards are included in this application packet.

### **STANDARDS FOR A REZONING/MAP AMENDMENT**

The applicant is advised to verbally discuss the following Standards for Rezoning/Map Amendment when appearing before the Plan Commission at the Public Hearing. These are located in Sec. 12-16-4-E-4 of the Unified Development Code, and are listed below:

**Standards for Rezoning/Map Amendments: The following standards for evaluating Rezoning/Map Amendments shall be applied in a reasonable manner, taking into consideration the restrictions and/or limitations which exist for the site being considered for development:**

- a. **Existing uses and zoning classifications of the abutting property and within the vicinity of the subject property.**
- b. **Suitability of the subject property for uses permitted under existing and proposed zoning districts.**
- c. **Trend of development in the vicinity of the subject property.**
- d. **Compatibility of the proposed use with purposes and objectives of this title.**
- e. **Compatibility with the purpose and objectives of the village's comprehensive plan and, if appropriate, the Waukegan and Dempster Street master corridor plans and the Lehigh/Ferris subarea plan.**
- f. **Adoption of the proposed amendment only if such adoption is in the public interest and not solely for the applicant's interest. The plan commission may recommend adoption of an amendment changing the subject property's zoning classification to one different than that requested.**

### **PRE-APPLICATION MEETING**

Applicants are encouraged to contact and meet with the Village's Director of Community Development (the "Director") on proposed Rezoning/Map Amendment requests before submitting an application. Staff is available by appointment at the Village Hall typically Monday through Friday from 8:30 a.m. to 5:00 p.m.

This initial meeting will provide the applicant with an opportunity to present a general concept to the Village on the Rezoning/Map Amendment to be requested. This will also allow the Director to determine what items will be required for submitting the application, and to suggest any necessary adjustments to the request. This step is important in order to save time, effort, and expense throughout the rest of the process!

### **COMPLETE APPLICATION SUBMITTAL**

The applicant must submit a complete application to the Director to start the Rezoning/Map Amendment process, including **30** copies of each document for processing. **Additional and/or revised copies may be required at any time during the review process.** Once the application is determined to be complete, it will follow the Village's Procedural Control Schedule, which is provided in this application package.

The following items and information are a part of the Rezoning/Map Amendment application, unless otherwise specified by the Director:

(Each sheet larger than 11" X 17" shall have one 11" x 17" copy with it.)

- 1) Completed Rezoning/Map Amendment application with authorized signatures.
- 2) Responses stating how the Rezoning/Map Amendment standards (contained in Sec. Sec. 12-16-4-C-5 of the Unified Development Code, and listed above) are being met with the proposed project.
- 3) Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted). *(Include a paid tax bill from property owner, and if tenant is applicant, a lease document).*
- 4) List of property owners and addresses of all contiguous and adjacent properties within 250 feet of the subject property's boundaries.
- 5) Written authorization from the property owner to file application and accept conditions of approval regarding the project and the property.
- 6) Current plat of survey by a registered land surveyor, showing lot lines, all existing buildings and physical features including paved areas, utility lines, easements, right of way, and other property interests.
- 7) Site plan (to scale) for proposed development, including the following:
  - a. Building location
  - b. Traffic access and circulation *(traffic movement onto and around site)*
  - c. Parking *(stall and aisle dimensions; required parking calculations; handicapped parking identified; total parking provided on site)*
  - d. Site area, building area, and floor area ratio (FAR).
  - e. Impervious surface area/percentage of site area *(for new projects or as required by the Village).*
  - f. For new residential, numbers of units and composition.

- g. Landscaping (*detailed planting plans and plant list*)
  - h. Lighting (*location, type of light head, wattage, and photometric analysis*).
  - i. Fire lanes.
  - j. Loading dock or loading area
  - k. Site environs (*showing locations and distances of all structures on adjacent properties, and uses of existing properties*).
- 8) Building elevations (*if required by Village; typically necessary for new construction, redevelopment, and/or building renovations*).
- 9) Floor plans.
- 10) Engineering Data (*if required by Village; typically necessary for new construction, redevelopment, and/or other changes to an existing site*)
- a. Topography (*one-foot contour intervals or elevations on a 25 foot grid based on U.S.G.S. datum within 100 feet of parcel*).
  - b. Existing utilities (*all within 100 feet of parcel*).
  - c. Proposed utilities (*sanitary and storm sewer with placement of manholes and retention areas; water main with placement of valves and hydrants*).
  - d. Storm water detention (*proposed facilities; calculations*).
  - e. Streets, alleys, public easements and utility rights-of-way (*location, width and names*).
  - f. Floodplain notation.
- 11) Traffic Impact Analysis, including parking impact analysis.
- 12) Photographs or other materials requested by City Staff.
- 13) Check(s), made payable to the Village of Morton Grove, for:
- a. Application fee (*\$500 for properties in C1, C2, CR, M1 or M2 or \$250 for properties in R1, R2 or R3*).
  - b. Escrow fee for administrative processing (*\$1000 for all requests*).

#### **VILLAGE STAFF REVIEW AND STAFF/APPLICANT CONFERENCE**

Each Rezoning/Map Amendment application is distributed to various Village Departments: Building, Public Works/ Engineering, Fire, and Police, along with Community Development, for comment.

The Director or Village Staff will forward comments to the applicant generated from this review prior to the Staff/Applicant meeting, and further discuss them with the applicant at the Staff/Applicant Conference. The Director will contact the applicant to schedule a Staff/Applicant Conference using the schedule in the Procedural Control Schedule (attached to this document).

The applicant is responsible for responding to any and all issues noted during the Village review, subject to the deadline for "Revised Materials Due" as noted in the Procedural Control Schedule.

This review process is intended to allow Village Staff the ability to review, discuss and resolve site problems and more directly communicate Morton Grove requirements to applicants. By identifying the applicable codes and ordinances through this process, costly delays from oversights or incomplete applications may be avoided. After the Staff/Applicant Conference and all Village issues have been addressed, the case will be placed on the next available Plan Commission agenda.

### **PUBLIC NOTIFICATIONS AND SIGNS**

As noted above, the applicant is responsible for submitting the names and addresses of property owners within 250 feet of the property.

Apart from that requirement, the Village carries out all other public notice and legal notice requirements, including the following:

- **Placing a Public Notice sign on the property.** *The applicant must allow this sign to remain where the Village places it on the property for the duration of the planning and zoning review.* The Village places these signs at least 10 days before a public hearing, and removes them sign once all Village planning and zoning review is completed.
- **Publishing a legal notice in a local newspaper.** The applicant should understand that the property in question will be identified publicly for their request.
- **Sending notification letters to surrounding property owners.** Again, the applicant should be aware that such letters are sent identifying the property, nature of request, and public hearing where anyone can speak about a request.



***Sample Public Notice Sign***

The Applicant should also expect Village Staff and Plan Commission members to visit the property to gather more information about the request. (Applicants may discuss the case with Village Staff, but should **NOT** speak about the case with Commissioners; any violation of this can result in the case being **withdrawn** due to "ex parte" communications as specified by Illinois State Law.)

### **TRAFFIC SAFETY COMMISSION & APPEARANCE COMMISSION**

The Traffic Safety and Appearance Commission meetings are an opportunity for these Village commissions to provide a more detailed review of proposed projects, and provide recommendations for the applicant, Staff and the Plan Commission. Staff will determine whether these meetings are required for each project. At these meetings, the applicant must present their request for review, and be prepared to answer questions.

The Traffic Safety Commission focuses on traffic, parking and related topics, while the Appearance Commission's area of review is building façade design, landscaping, and signs.

### **PLAN COMMISSION**

The public hearing is an opportunity for the Plan Commission to hear testimony from the applicant and other concerned parties regarding the Rezoning/Map Amendment request.

At the public hearing of the Plan Commission:

- The applicant must be present. The owner should also be present, or have previously provided written authorization for the applicant to represent the property. The applicant's presence is required at the public hearing to respond to questions from the Commission and/or interested parties, or to respond to requests for further information. All communications and responses to questions or issues should be addressed to the Plan Commission.
- A recording secretary will be present to summarize verbal testimony provided at the public hearing.
- The applicant will speak at the Commission meeting, for the record, to present the request and to address the Standards for Rezoning/Map Amendment (listed above).

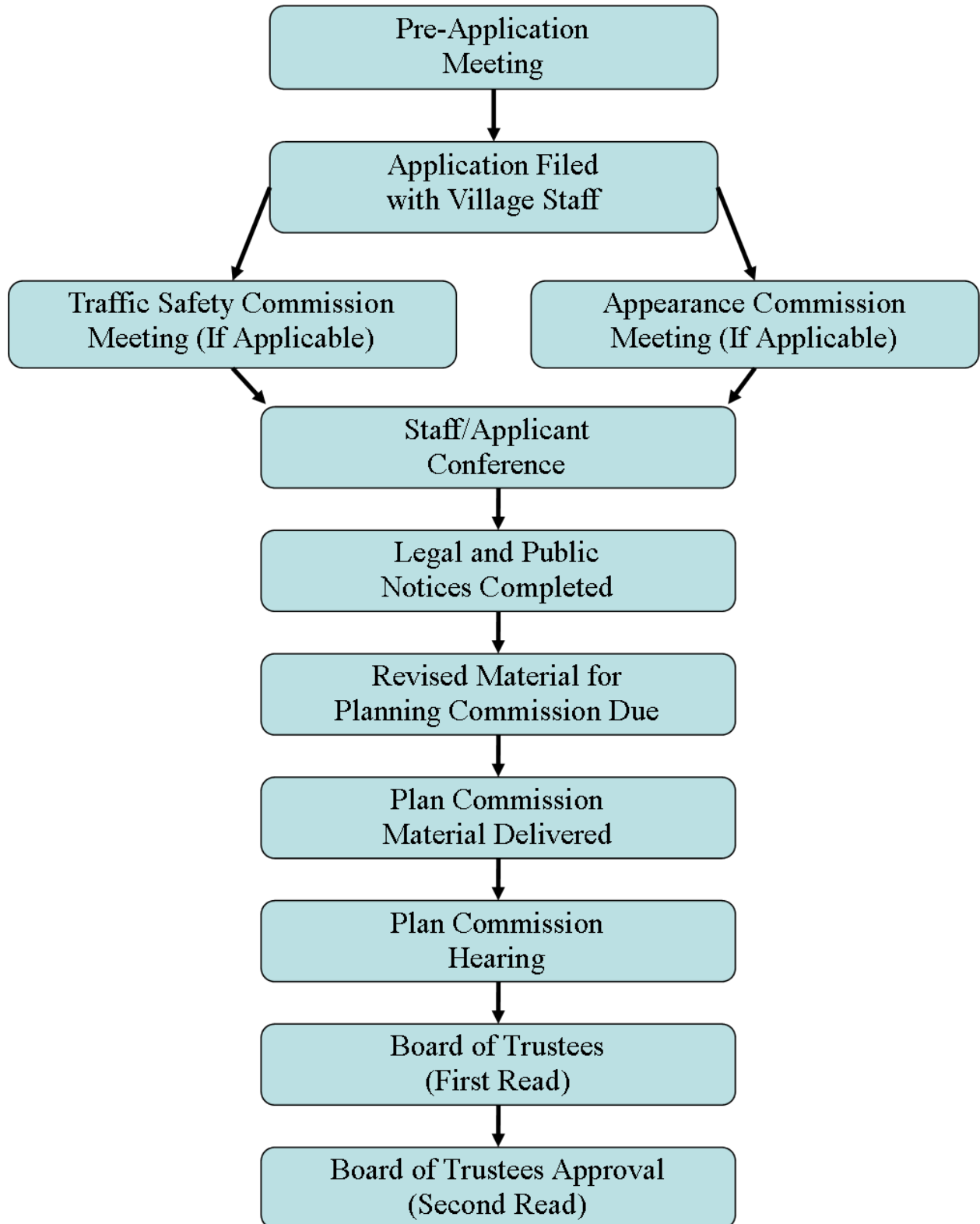
At the end of the public hearing, the Plan Commission will discuss the case and vote to recommend either approval or disapproval of the request to the Village Board. In order for the Plan Commission to recommend approval, the Commission must find that the proposed Rezoning/Map Amendment meets the standards described above.

### **VILLAGE BOARD**

In this final step, the Village Board will consider the information presented in the written Commission report and as presented by the Plan Commission Chair at the first of two Village Board meetings in the process. At this first meeting, the reports are presented along with the ordinance for the Rezoning/Map Amendment. At the next regular meeting, the Board will vote on the ordinance for the Rezoning/Map Amendment.

The applicant should attend these meetings, which are typically held the second and fourth Mondays of each month. If the ordinance is approved, it is signed by Village officials and a copy provided to the applicant. The applicant then has one year from that approval date to begin the building process by applying for a building permit. If no action is taken in that one-year period, the ordinance is revoked.

**REZONING/MAP AMENDMENT PROCESS**





Morton Grove Plan Commission Procedural Control Schedule is located at:  
<https://www.mortongroveil.org/plan-commission-procedural-control-schedule>

# REZONING/MAP AMENDMENT APPLICATION



Village of Morton Grove  
Department of Community Development  
6101 Capulina Avenue Morton Grove, Illinois 60053  
(847)470-5231 (p) (847)965-4162 (f)

CASE NUMBER: \_\_\_\_\_ DATE APPLICATION FILED: \_\_\_\_\_

## **APPLICANT INFORMATION**

Applicant Name: \_\_\_\_\_

Applicant Organization: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant City / State / Zip Code: \_\_\_\_\_

Applicant Phone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobil / Other: (\_\_\_\_) \_\_\_\_\_

Applicant Fax: Work :(\_\_\_\_) \_\_\_\_\_ Home :(\_\_\_\_) \_\_\_\_\_

Applicant Email: \_\_\_\_\_

Applicant Relationship to Property Owner: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

## **PROPERTY OWNER INFORMATION (IF DIFFERENT FROM APPLICANT)**

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner City / State / Zip Code: \_\_\_\_\_

Owner Phone: Work: (\_\_\_\_) \_\_\_\_\_ Home: (\_\_\_\_) \_\_\_\_\_

Mobil / Other: (\_\_\_\_) \_\_\_\_\_

Owner Fax: Work :(\_\_\_\_) \_\_\_\_\_ Home :(\_\_\_\_) \_\_\_\_\_

Owner Email: \_\_\_\_\_

Owner Signature: \_\_\_\_\_

## **PROPERTY INFORMATION**

Common Address of Property: \_\_\_\_\_

Property Identification Number (PIN): \_\_\_\_\_

Legal Description (Attach additional sheets as necessary): \_\_\_\_\_

**APPLICANT'S REQUEST (ATTACH ADDITIONAL SHEETS AS NECESSARY):**

1. Applicant is requesting a Rezoning/Map Amendment permit for \_\_\_\_\_, which is listed as a Rezoning/Map Amendment for the \_\_\_\_\_ zoning district of the Village of Morton Grove.

2. Provide responses to the six (6) standards for Rezoning/Map Amendment as listed in Section 12-16-4-E-4 of the Village of Morton Grove Unified Development Code. The applicant must present this information for the official record of the Planning Commission. The Rezoning/Map Amendment standards are as follows:

a. Existing uses and zoning classifications of the abutting property and within the vicinity of the subject property.

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b. Suitability of the subject property for uses permitted under existing and proposed zoning districts.

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c. Trend of development in the vicinity of the subject property.

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c. Compatibility of the proposed use with purposes and objectives of this title.

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- e. Compatibility with the purpose and objectives of the Village's Comprehensive Plan and, if appropriate, the Wuakegan and Dempster Street master corridor plans and the Lehigh/Ferris subarea plan.

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- f. Adoption of the proposed amendment only if such adoption is in the public interest and not solely for the applicant's interest. The Plan Commission may recommend adoption of an amendment changing the subject property's zoning classification to one different than that requested.

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## CHECKLIST

**NOTE: Each sheet larger than 11" x 17" shall have one (1) - 11" x 17" copy accompanying it.**

\_\_\_\_\_ Completed Rezoning/Map Amendment application with authorized signatures (30 copies)

\_\_\_\_\_ Responses to the Rezoning/Map Amendment standards (30 copies)

\_\_\_\_\_ Evidence of ownership such as copy of deed, affidavit, contract purchase, or disclosure of beneficial trust (1 copy may be submitted). (Include a paid tax bill from property owner, and if tenant is applicant, a lease document).

\_\_\_\_\_ List of property owners and addresses of all contiguous and adjacent properties within 250 feet of the subject property's boundaries.

\_\_\_\_\_ Written authorization from property owner to file application and accept conditions of approval regarding the project and the property.

\_\_\_\_\_ Current plat of survey showing lot lines, any buildings on the property and legal description of the subject property (30 folded copies)

\_\_\_\_\_ Site plan for proposed development (30 folded copies)

\_\_\_\_\_ Accompanying plans for elevations, landscaping, parking, etc. where applicable (30 folded copies)

\_\_\_\_\_ Floor plans (30 folded copies)

\_\_\_\_\_ Engineering data where applicable (30 folded copies)

\_\_\_\_\_ Photographs, traffic study, parking study or other materials requested by Village Staff (30 copies)

\_\_\_\_\_ Check for Rezoning/Map Amendment application fee, made payable to the Village of Morton Grove subject to the following:

- \$125 for properties in R1, R2 or R3
- \$250 for properties in CR, C1, C2, M1, M2
- \$250 for Text Revisions (Text Amendments).

\_\_\_\_\_ Check for administrative processing escrow fee, made payable to the Village of Morton Grove.