

**CITY OF PAXTON
INSTRUCTIONS FOR PREPARATION AND FILING
OF A PETITION FOR A ZONING CHANGE**

NOTICE OF MEETING:

1. In paragraph 1, enter the date and time of the Planning Commission meeting. (Obtain the date and the time from the Board Chairman).
2. In paragraph 2, insert the name of the person filing the application, fill in the blanks describing the requested change, the real estate description and the common street address.
3. Enter date just above the chairman's name. Have the Chairman sign the notice.
4. Original application and \$50.00 fee filed at City Hall for each kind of application.
5. Last paragraph: fill in dates required for publication.
6. Send to Paxton Record and ask for one (1) certification of publication that the notice was published in a timely manner. Deliver certification to the chairman at the meeting.

LIST OF BOARD MEMBERS

1. Fill in blanks.
2. Sign bottom of form and have Notary Public complete the bottom portion.
3. A photocopy of the Petition and the notice must be mailed to the persons set forth in the Proof of Mailing and must be filed with the Petition at the office of the City Clerk of the City of Paxton, Illinois.
4. At the time of the hearing, before the Plan Commission, you must file with the Chairman of the Plan Commission, proof of the publication in the Paxton Record. This proof of publication is obtained from the Paxton Record.

PETITION

1. Fill in blanks as appropriate.
2. Page 2: Fill in blanks as appropriate. Enter date, sign, Notary Public, etc.

RECOMMENDATION

1. Fill in legal description and street address.
2. Bring to Board meeting and hand to Chairman.

ORDINANCE

1. Introduction: Fill in blanks as appropriate.
2. Section 1: 1st paragraph: Fill in legal description, street address, and Planning Commission recommended zoning change.
3. Bring to City Council meeting and hand to Mayor. (may be delivered to Plan Commission Chair at that hearing).

NOTICE OF MEETING OF THE PLANNING COMMISSION

You will please take notice that a meeting of the Planning Commission of the City of Paxton, Illinois, has been duly called by the Chairman, to be held in the City Council Chambers, in the City Hall in Paxton, Illinois, on the _____ day of _____, 20____, at the hour of _____ o'clock p.m.

The purpose of the meeting is to consider the Petition of _____ for zoning changes from a _____ District to a _____ District, as an amendment to the zoning regulations of the City of Paxton, Illinois, in regard to the real estate described as follows:

Street Address: _____

and to conduct a public hearing on said Petition at said time and place.

Dated this _____ day of _____, 20____.

Don Jones, Chairman

* * * * *

NOTE TO PUBLISHER:

Above notice must be published no later than the _____ day of _____, 20____, being not less than fifteen (15) days nor more than thirty (30) days from the date of the above hearing.

ALL COSTS OF PUBLICATION ARE TO BE PAID BY PETITIONER

planning commission zoning change application

STATE OF ILLINOIS)

COUNTY OF _____) ss

I the undersigned hereby certify that the undersigned sent a copy of the attached application and notice to the following named persons at the address listed after each person named herein to-wit:

PLANNING COMMISSION

Don Jones, Chairman
1 Park Lawn
Paxton, IL 60957

Nancy Dewey
557 W. Orleans St.
Paxton, IL 60957

Steve Klein
304 W. Pells St.
Paxton, IL 60957

Tom Plackett
902 E. Patton St.
Paxton, IL 60957

Charlie White
259 W. Pells St.
Paxton, IL 60957

Jason Raub
344 W Orleans St.
Paxton, IL 60957

Bryan Breymeyer
1008 Park Terrace
Paxton, IL 60957

Bill Ingold, Ex Officio
P.O. Box 59
Paxton, IL 60957

Deane Geiken, Committee Chairman
License/Permit/Zoning/Insurance
309 E Pells St.
Paxton, IL 60957

Suzie Shell, City Clerk
P.O. Box 59
Paxton, IL 60957

Marc Miller, City Attorney
Miller & Hendren
P.O. Box 980
Champaign, IL 61824-0984

Matt Rock
City Building Administrator
P.O. Box 59
Paxton, IL 60957

NOTE: To the Attorney, send a copy of the PETITION, NOTICE, RECOMMENDATION AND THE ORDINANCE.

And said Petition and notice were placed in addressed envelopes with sufficient postage thereon and deposited in a United States Post Office Box located in _____, Illinois, on the _____ day of _____.

Applicant - Petitioner

SUBSCRIBED and SWORN to before me this _____ day of _____.

Notary Public

CITY OF PAXTON
PETITION FOR CHANGE IN ZONING

TO: Plan Commissioner, City of Paxton

The undersigned, your Petitioner, hereby requests and petitions that the following described property of area, to-wit:

Legal Description:

General street address description:

Which is now zoned as:

Be rezoned as:

General current use of property or properties involved:

Reasons for requested change:

New use or uses proposed:

New improvements proposed:

Property owned by Petitioner:

STATE OF ILLINOIS)

COUNTY OF _____)

The undersigned, being first duly sworn on oath, depose and say that the undersigned has/have the foregoing application for a change in Zoning Classification by the undersigned subscribed: that he/she/they know the contents thereof: and the matters and facts therein set forth are true.

Subscribed and sworn to before me
this _____ day of _____.

Notary Public

Names and addresses of Petitioners, if not shown on page One:

Name and address of attorney, if any, for Petitioners:

R-E-C-O-M-M-E-N-D-A-T-I-O-N

TO THE CITY COUNCIL:

WHEREAS, the Planning Commission, after due notice thereof, conducted a Public Hearing to consider a rezoning action for the following described real estate:

LEGAL DESCRIPTION:

A.

STREET ADDRESS:

Now, therefore, having duly considered said petition and all the evidence submitted at said hearing, the Planning Commission hereby recommends to the City Council that said petition for a change in zoning classification from _____ to _____

be

approved/disapproved.

DATED: _____

BY ORDER OF SAID PLANNING COMMISSION:

Don Jones, Chairman

A.

be, and the same is, hereby rezoned from _____ District to _____.

Section 2: That the official zoning map of the City of Paxton, be, and the same is, hereby amended accordingly.

PASSED AND ADOPTED this _____ day of _____.

Mayor

ATTEST: _____
City Clerk

Deposited and filed with me in my office this _____ day of _____.

City Clerk