

Village of Island Lake

3720 Greenleaf Ave.
Island Lake, IL 60042
Phone: 847-526-8764
Fax: 847-526-1534
www.villageofislandlake.com



Planning and Zoning Petition Packet



INSTRUCTIONS FOR FILING FOR ZONING PETITION FOR VARIANCE, AMENDMENT OR SPECIAL USE

1. Packet of necessary documents can be obtained from the Village Hall. Select the forms required from the List of Forms on the following page.
 - A. Variance: The variance procedure is intended to provide a narrowly circumscribed means by which relief may be granted from unforeseen particular applications of the Village regulations that create practical difficulties or particular hardships.
 - B. Amendments: The amendment process is intended to provide a means for making changes in the text of the zoning regulations or to the zoning map in light of changing, newly discovered, or newly important conditions, situations, or knowledge.
 - C. Special Use: Special uses are those uses having some special impact or uniqueness that requires careful review of the location, design, configuration, & special impact to determine, against prescribed standards, the desirability of permitting their establishment on the property in question.
2. Return the completed packet to the Village Clerk with the \$500.00 fee. (The applicant may hire an attorney to act on his/her behalf; the Village does not require it.)
3. The documents may be sent to the Village Attorney for review. The attorney may require the petitioner to provide additional information.
4. The Planning and Zoning Commission will schedule a hearing on the petition when the review is completed and will notify the Village Clerk of the date and time. The Village Clerk will then notify the petitioner.
5. The applicant is responsible for obtaining a sign from the Building Inspector which states the date and time of the hearing. Instructions for posting the sign are contained on the "Affidavit of Posting" form.
6. The Village will cause the publication notice of the hearing to be published in a local paper as prescribed by law.
7. The petitioner may bring additional documentation (not included in the petition) to the hearing. This may include, for example, pictures, illustrations and written opinions of neighbors. The applicant may also bring witnesses to testify as to the petition request.
8. If the Planning and Zoning Commission recommends approval of the petitioner's request, the Village will prepare an Ordinance to that effect to be presented to the Village Board for its vote. The petitioner should be present at the board meeting to answer any questions.
9. If the Planning and Zoning Commission recommends denying the petitioner's request, the petition will be forwarded to the Village Board for a vote.



LIST OF REQUIRED FORMS

ZONING VARIANCE PETITION

1. Information sheet — Form 1
2. Village Information — Form 2
3. Documents to be filed — Form 3
4. Sample Zoning Petition for Variance
5. Affidavit of Beneficial Interest — Form 5
6. Affidavit of Proof of Service of Written Notice on Abutting Owners — Form 6
7. Affidavit of Posting — Form 7
8. Sample of Posting Notice/Sign — Form 8
9. Sample Publication Notice — Form 9A
10. Sample Zoning Variance Ordinance — Form 10A

AMENDMENT PETITION

1. Information Sheet — Form 1
2. Village Information — Form 2
3. Documents to be filed — Form 3
4. Sample Zoning Petition for Amendment — Form 4B
5. Affidavit of Beneficial Interest — Form 5
6. Affidavit of Proof of Service of Written Notice on Abutting Owners — Form 6
7. Affidavit of Posting — Form 7
8. Sample of Posting Notice/sign — Form 8
9. Sample of Publication Notice — Form 9A & 9B
10. Sample of Zoning Amendment Ordinance 10B

SPECIAL USE PETITION

1. Information sheet — Form 1
2. Village Information — Form 2
3. Documents to be filed — Form 3
4. Sample Zoning Petition for Special/Conditional Use — Form 4C including "Exhibit A"
5. Affidavit of Beneficial Interest — Form 5
6. Affidavit of Service of Written Notice to Abutting Owners — Form 6
7. Affidavit of Posting- Form 7
8. Sample of Posting Notice/Sign — Form 8
9. Sample of Publication notice — Form 9A
10. Sample of Zoning Ordinance for Special/Conditional Use Form 10C



**ZONING INFORMATION
VILLAGE OF ISLAND LAKE**

The following is a list of names, addresses and phone numbers of petitioners. File the completed form with the Village Clerk at the time of filing for the Zoning Petition.

A. Date _____

B. Name of Project _____

C. Name(s) of petitioner _____

D. Number of acres or size of parcel _____

E. Petitioner's Request _____

F. Petitioner's Attorney _____

Address _____

Phone _____

G. Title Holder of Record

Name _____

Address _____

Phone _____

H. If title is in a land trust, list beneficiaries

Name (s) _____

Address _____

Phone _____

Percentage of Interest in Trust _____



VILLAGE INFORMATION

ATTORNEY

David McArdle
Zukowski, Rogers, Flood & McArdle
50 Virginia Street
Crystal Lake, Illinois 60014
(815.459.2050; fax: 815.459.90577

VILLAGE ENGINEER

Kurt Baumann, P.E., Project Manager
Baxter & Woodman
8678 Ridgefield Road
Crystal Lake, IL 60012
815.459.1260; fax 815.455.0450

MAYOR/ CLERK

Richard McLaughlin, Mayor
Georgine Cooper, Clerk
3720 Greenleaf Avenue
Island Lake, IL 60042
847.526.8764
Fax 847.526.1534

BUILDING OFFICIAL

Building Department
3720 Greenleaf Avenue
Island Lake, IL 60042
847-526-8764, ext. 7861

DIRECTOR OF PUBLIC WORKS

Public Works Director
3720 Greenleaf Avenue
Island Lake, IL 60042
847-526-8764, ext. 7843

CHAIRMAN OF PLANNING AND ZONING COMMISSION

Joseph Zeinz
3720 Greenleaf Avenue
Island Lake, IL 60042



DOCUMENTS TO BE FILED

The following information and documents should be filed at the time of application for a zoning hearing.

A. PETITION AND NOTICE: File two (2) copies for residential variance request.
Additional copies may be required. Date Filed _____

B. FILING FEES FOR ZONING HEARING: \$500 Date Paid _____

C. CERTIFIED PLAT OF SURVEY, prepared by registered land surveyor Date Filed _____

D. AFFIDAVIT OF BENEFICIAL INTEREST IF PROPERTY IS IN A LAND TRUST.
Date Filed _____ (See Form # 5.)

E. LIST OF ABUTTING LAST TAXPAYERS OF RECORD. Date Filed _____
It is the petitioner's obligation to verify the list and serve notice not less than 15 days prior to the hearing. The notice should be sent to all abutting owners according to their address as appearing on the records of the County Treasurer as the last taxpayers of record and the affidavit of service of said last taxpayers of record must be filed with the Village Clerk no less than 3 days prior to hearing.

F. AFFIDAVIT OF SERVICE ON ABUTTING OWNERS: Date Filed _____ (See Form # 6.)

G. FILING WITH LAKE OR MCHENRY COUNTY SOIL & WATER CONSERVATION DISTRICT:
If necessary, obtain a Natural resource Inventory report with the zoning petition request.

H. POSTING REQUIRMENTS: Date Filed _____
A sign will be provided by the Building Department and it is the petitioner's obligation to post the notice/sign on the property no less than 15 days nor more than 30 days prior to the date of the hearing.

I. AFFIDAVIT OF POSTING: Date Filed _____ (See Form # 7.)

J. PUBLICATION NOTICE REQUIREMENTS:
The Village will cause the publication notice of the hearing not less than 15 nor more than 30 days prior to the date of the hearing. This notice will appear in a local newspaper and conform to the State Statutes and Village regulations.

K. CERTIFICATE OF PUBLICATION: Date filed _____

L. HEARING DATE: _____
The Village Clerk will contact the Planning and Zoning Commission and notify the petitioner of the date, time and place of the hearing.



STATE OF ILLINOIS)
COUNTIES OF LAKE AND MCHENRY) VARIANCE
VILLAGE OF ISLAND LAKE)

In the matter of the application of _____

for a variation of the Zoning Ordinance of the Village of Island Lake
Lake and McHenry Counties, Illinois
ZONING PETITION
PETITION FOR ZONING VARIANCE

1. Petitioners name:
2. Name of Title Holder of Record
If title is held in a land trust, state name, address, and % of interest of each beneficiaries
3. Name of other interested parties
4. Contract purchasers
5. Street address of property
6. Legal description of the property
7. Permanent Tax Index Number of the property
8. Township of property
9. General location of the property with reference to roads, landmarks, intersection, etc.
10. Acreage or size of property
11. General shape of property including frontage depth, shape, & approximate dimensions
12. Description of any improvements on the property including buildings and utilities
13. General topography of the property including description of any special features including trees, lakes, etc.
14. Present zoning of the subject property.
15. Present zoning of all surrounding properties
16. Present use of property
17. Present use of surrounding properties and properties in the immediate area including buildings, improvements, etc.
18. Petitioners request that a variation be granted for the subject property as follows:
19. Petitioners are presently prevented from the reasonable use of their property under the terms of the Zoning Ordinance because of _____.
20. Petitioners further state the above conditions were not created by any action on their part in that: _____.
21. That the proposed variance is in harmony with the general purpose and intent of the Village zoning regulations.
22. That there are particular difficulties or hardships in the way of carrying out the strict letter of those regulations relating to the: (use, construction or alteration of buildings or structures or the use of the land); and
 - a. The property cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulation on its zone; and
 - b. The plight of the owner is due to unique circumstances; and
 - c. The variation if granted, will not alter the essential character of the locality.



- 23. That said variation satisfies the standards set forth in the Village of Island Lake's Zoning Ordinances.
- 24. A list of the taxpayers abutting or adjoining the property owned by the petitioner as shown on rolls of the County Treasurer/Collector, is attached to this petition and made a part hereof and marked as Exhibit "1".
- 25. In compliance with the requirements of 765 ILCS 405/2 of the *Illinois Revised Statutes*, attached as Exhibit "2" is an affidavit pertaining to the ownership of beneficial interest of the trust holding title to the subject premise.

WHEREFORE, the Petitioners ask that the Chairman of the Planning and Zoning Commission set a day, time and place for hearing on the contents of this petition, and after the taking of evidence and the viewing of the exhibits as presented thereat, the Planning and Zoning Commission will recommend to the Village Board the granting of variation as follows:

This petition must be signed by all title holders of record; if property is in a land trust, the petition must be signed by the Trustee or all the beneficiaries of said land trust.

_____ Date: _____
 (Signature)

Under penalties of perjury as provided by law, the undersigned certifies that the statements set forth in the instrument are true and correct except as to the matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she believes the same to be true.

_____ Date: _____
 (Signature)



STATE OF ILLINOIS)
COUNTIES OF LAKE AND MCHENRY)
ZONING PETITION AMENDMENT)
VILLAG OF ISLAND LAKE)

In the matter of the application of:

_____)
_____)
_____)

for the amendment of the Zoning Ordinance or map of the Village of Island Lake,
Lake and McHenry Counties, Illinois

ZONING PETITION
PETITION FOR ZONING AMENDMENT

1. Petitioner’s name
2. Name of Title Holder of Record
 - a. If title is held in a land trust, state the name, resident address, and interest of each of the Beneficiaries
3. Name of other interested parties
4. Contract purchasers
5. Street address of the property (if one exists)
6. Legal description of the property
7. Permanent Tax Index number of property
8. Township of the property
9. General Location of the property with reference to roads, landmarks, intersections, etc.
10. Acreage of the property
11. General shape of the property including frontage depth, shape, and approximate dimensions
12. Description of any improvements on the property including buildings and utilities
13. General topography of the property including description of any special features including trees, lakes, etc.
14. Present zoning of the subject property
15. Present zoning of surrounding properties
16. Present use of property
17. Present use of surrounding properties and properties in the immediate area, including buildings, improvements, etc.
18. Request change of classification
19. Additional items. The subject property is well located and well suited for utilization as to the permitted uses in the _____ District.
20. A list of the taxpayers abutting or adjoining the property owned by the petitioners as shown on the rolls of the County Treasurer/Collector is attached to this petition and made a part hereof and marked as “Exhibit 1”.



21. In compliance with the requirements of 765 ILCS 405/2, attached as "Exhibit 2" is an Affidavit pertaining to the ownership of beneficial interest of the trust holding title to the subject premises. (See form)

22. WHEREFORE, The Petitioner asks that the Chairman of the Planning and Zoning Commission of the Village of Island Lake set a time, date, and place for hearing on the contents of this Petition and that as a result of the taking of testimony and viewing exhibits presented thereat, the Planning and Zoning Commission will recommend to the Village of Island Lake the requested change in classification of the subject premises to _____ pursuant to the Village of Island Lake Zoning Code Ordinance as amended.

This petition must be signed by all titleholders of record. If property is in a land trust, the petition must be signed by the Trustee or all beneficiaries of said Land trust.

(Signature) Date: _____

Under penalties of perjury as provided by the law, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be on information and belief, as to such matters, the undersigned certifies as aforesaid that he/she verily believes the same to be true.

(Signature) Date: _____



STATE OF ILLINOIS)
COUNTIES OF LAKE AND MCHENRY) SPECIAL USE
VILLAGE OF ISLAN LAKE)

In the matter of the application of _____)
_____ for the issuance of)
a Special Use Permit under the provisions of the Zoning Ordinance)
of the Village of Island Lake, Lake and McHenry counties, Illinois)

ZONING PETITION SPECIAL USE

1. Petitioner’s name
2. Name of title holder of record
 - a. If title is held in a land trust, state name, resident address and interest of each of the beneficiaries
3. Name of other interested parties
4. Contract purchasers
5. Street Address of property (if one exists)
6. Legal description of property
7. Permanent Tax Index Number of the property
8. Township the property is located in
9. General location of the property with reference to roads, landmarks, intersection, etc.
10. Acreage or size of property
11. General shape of the property including frontage depth, space and approximate dimensions
12. Description of any improvements on the property including buildings and utilities
13. General topography of the property including a description of any special features including trees, lakes, etc.
14. Present zoning of the subject property
15. Present Zoning of all surrounding properties
16. Present use of the property
17. Present use of surrounding properties in the immediate area, including buildings, improvements, etc.
18. The Petitioner requests the following special uses on the subject property subject to the following restrictions:
19. The Petitioner further represent that the requested special use meets the standards established for such by the Village’s Zoning Ordinance _____ said standards being:



- a. The special use will not cause substantial injury to the value of the other property in the neighborhood in which it is to be located.
 - b. The location and size of the special use, the nature and intensity of the operation location of the site in respect to streets giving access to it, shall be such that it will be in harmony with the appropriate and orderly development and use of the adjacent land and buildings or will not impair the value thereof; and
 - c. The location, nature, and height of buildings, walls, and fences, and the nature and extent of the landscaping on the site shall be such that the use will not hinder or discourage the appropriate development and use of adjacent land and buildings, or will not impair the value thereof; and
 - d. Parking areas shall be of adequate size for the particular use, properly located, and suitable screened from adjoining residential uses and the entrance and exit drives shall be laid out so as to prevent traffic hazards and nuisances.
20. That petitioner further represent that the establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
21. A list of the taxpayers abutting or adjoining the property owned by the petitioner, as shown on the rolls of the County Treasurer/Collector is attached to this petition and made part hereof and marked as "Exhibit A".
22. In compliance with the requirements of 765 ILCS 405/2, attached as "Exhibit B" is an affidavit pertaining to the ownership of the beneficial interest of the trust holding title to subject premises.

WHEREFORE Petitioner requests that the Chairman Planning and Zoning Commission set a day, time and place for hearing on the contents of this petition and, after the taking of evidence and the viewing of the exhibits as presented there, the Planning and Zoning Commission will recommend to the Village Board the granting of the special use/conditional use permit subject to the following conditions.

This petition must be signed by all title holders of record. If the property is in a land trust, the petition must be signed by the Trustee or all Beneficiaries of aid land trust.

_____ Date: _____
(Signature)

Under penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this instrument are true and correct except as to the matters therein stated to be on information and belief and as to such matters the undersigned certifies as aforesaid that he/she verily believes to be true.

_____ Date: _____
(Signature)



EXHIBIT "A"

APPROVAL CRITERIA FOR VARIATION/SPECIAL USES

Ordinances granting variations or special use should be accompanied by findings of facts and shall refer to exhibits containing plans and specifications for the proposed use or variation which shall remain a part of the permanent record. The findings should specify the reasons for making the variation and the terms of relief should be specifically set forth in a separate statement form the finding of fact.



STATE OF ILLINOIS)
COUNTIES OF LAKE AND MCHENRY)
VILLAGE OF ISLAND LAKE)

AFFIDAVIT OF BENEFICIAL INTEREST

The undersigned _____ of the _____ bank,

Trustee under Trust no. _____ hereby certifies that the following named persons are the owners of the beneficial interest of that trust described and their percentage of interest is as indicated.

As Trustee under Trust No. _____

<u>Owner of Beneficial Interest</u>	<u>Percentage</u>	<u>Resident Address</u>
-------------------------------------	-------------------	-------------------------

By _____ Date: _____
Trust Officer

Under penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this instrument are true and correct except as to matters therein stated to be on information and belief and as to such matters the undersigned certifies as a foresaid that he/she verily believes the same to be true.

(Signature) Date: _____



IN THE MATTER OF APPLICATION)
OF _____)
FOR AMENDMENT OF THE ZONING ORDINANCE OF)
THE VILLAGE OF ISLAND LAKE, LAKE AND MCHENRY)
COUNTIES, ILLINOIS)

AFFIDAVIT OF PROOF OF SERVICE OF WRITTEN
NOTICE ON ABUTTING OWNERS

The undersigned hereby makes affidavit that:

I have checked the records of the County Treasurer as to the names and addresses of the owners and last taxpayers of record of all properties abutting the following described property:

[Insert legal description.]

I, _____ do hereby state that attached hereto is a list of the owners and last taxpayers of record of contiguous or abutting parcels to the subject premises. I do further state that the information was checked through the records of the County Treasurer's office by myself on the _____ day of _____.

(Signature)

Under penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to matters therein stated to be information and belief, and as to such matters the undersigned certifies as aforesaid that he/she verily believes the same to be true.

(Signature) Date: _____



AFFIDAVIT OF POSTING

_____, being upon oath deposes and says as follows:

That he/she is the petitioner in the matter captioned _____

scheduled to be heard by The Village of Island Lake Planning and Zoning Commission on _____

at _____ a.m./p.m. That he/she has complied with the posting requirements of the Village of

Island Lake Zoning Ordinance by placing the customary zoning poster on the principal road frontage of parcel in question:

Location of posting _____

That said posting was accomplished on _____ at _____ a.m./ p.m.

FURTHER AFFIANT SAYETH NOT

(Signature) Date: _____

Under penalties of perjury as provided by law, the undersigned certifies that the statements set forth in this instrument are true and correct, except as to the matters therein stated to the information and belief, and as to such matters, the undersigned certifies as aforesaid that he/she verily believes the same to be true.

(Signature) Date: _____



VILLAGE OF ISLAND LAKE

ZONING HEARING THIS PROPERTY

NOTICE OF PUBLIC HEARING

Petitioner _____

Purpose _____

Date _____ Time _____

Place _____

At the hearing, all those who may be interested may appear and be heard. For further information, please contact the Village Clerk at 847-526-8764.

Removal or defacing of this sign by unauthorized persons is prohibited Village Ordinance.



SAMPLE PUBLICATION NOTICE

**VILLAGE OF ISLAND LAKE
PUBLIC NOTICE FOR HEARING TO CONSIDER
A VARIATION/AMENDMENT/SPECIAL USE OR CONDITIONAL
AND ANY OTHER NECESSARY ZONING RELIEF**

PUBLIC NOTICE IS HEREBY GIVEN that the Island Lake Planning and Zoning Commission will conduct a public hearing on _____ at _____ p.m. at the Island Lake Village Hall 3720 Greenleaf Avenue, Island Lake, Illinois to consider _____ under the Island Lake Zoning Ordinance to allow _____ at

[Insert Legal Description and P.I.Ns]

At the public hearing, all persons interested will be given an opportunity to provide oral and written testimony. The hearing may be adjourned by the Planning and Zoning Commission to another date without further notice other than a motion to be entered upon the minutes of the meeting fixing the time and place of its adjournment.



STATE OF ILLINOIS)
COUNTIES OF LAKE AND MCHENRY)
VILLAGE OF ISLAND LAKE)
In the matter of the application of

NOTICE

for an amendment of the Zoning Ordinance of the Village of Island Lake, Lake and McHenry Counties.

Notice is hereby given in compliance with Village of Island Lake Zoning Ordinance that a public hearing will be held before the Planning and Zoning Commission in connection with this application for an amendment of the Village of Island Lake’s Zoning Ordinance which would result in a change in zoning classification of the real estate described as follows:

[INSERT LEGAL DESCRIPTION]

The Permanent Index No. for the subject property is _____

The subject property is located in _____ Township at _____ and consists

of approximately _____ acres more or less. The property is located at _____ and has frontage on _____ of

approximately _____ feet. The property has approximate dimensions of _____.

The subject property is presently zoned _____, pursuant to the Village of Island Lake Zoning ordinance. The Petitioner request that the classification of the subject property be changed to _____, pursuant to the Village of Island Lake Zoning Ordinance.

The titleholder of record of the subject is _____. The names, addresses, and interest of each of the beneficiaries of the land trust holding title to the subject premise are as follows:

- (1) _____
- (2) _____

_____ has entered into a contingent purchase agreement to purchase the subject property and presently resides on the subject property.

A hearing on the petition will be held _____ at _____ am/pm at the Village of Island Lake Village Hall 3720 Greenleaf Avenue Island Lake, Lake and McHenry Counties, Illinois, at which time and place any person desiring to be hear may be present.

Dated this _____ day of _____

Village of Island Lake Planning and Zoning

Commission Chair



In the matter of _____)
_____)
_____)
application for a variance of the Zoning Ordinance of)
the Village of Island Lake, Lake and McHenry)
Counties, Illinois and such Ordinance as amended)

ORDINANCE NO.

WHEREAS, the petitioners _____ have filed a petition with the Planning and Zoning Commission of the Village of Island Lake, Lake and McHenry Counties, Illinois for a variation of the Zoning Ordinance and such Ordinance as amended in regard to the following described property:

[INSERT LEGAL DESCRIPTION]

WHEREAS, the petitioner requests the following variations of the Village Zoning Ordinance [Describe variation requested]; and

WHEREAS, A public hearing on said petition was held before the Planning and Zoning Commission of the Village in the manner and in the form as prescribed by Ordinance and Statute and pursuant to proper public notice; and

WHEREAS, The Planning and Zoning Commission did recommend to the Village Board of Trustees that the variation requested be granted to the petitioners subject to the following conditions [list conditions of variance]; and

WHEREAS, as a result of the taking of evidence and the viewing of exhibits advanced thereat, the Planning and Zoning Commission of the Village of Island Lake did make the pre-requisite findings necessary for granting of variations pursuant to the Village’s Zoning Ordinance and pursuant to state statutes. Said findings attached hereto marked “Exhibit A” and by this reference made a part hereof; and

WHEREAS, The Mayor and Board of Trustees of the Village have considered the recommendations as submitted by the Planning and Zoning Commission; and

WHEREAS, The Mayor and the Board of Trustees have determined that it is in the best interest of the Village and in furtherance of the public health, safety, and welfare of the Village to grant the variation of the Zoning Ordinance sought by the Petitioners.

NOW THEREFORE, BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Island Lake, Lake and McHenry counties, Illinois as follows

SECTION 1 The recitals set forth hereinabove are incorporated herein as finding of the Mayor and Board of Trustees of the village.

SECTION 2 The Mayor and Board of Trustees of the Village hereby grant the following variation from the Village’s Zoning Ordinance.
[Include description of the variation or variances and legal description here.]



SECTION 3 The Ordinance shall be in full force and effect from and after its passage, approval and publications in the manner provided by law.

Passed this _____ day of _____

AYES _____

ABSENT _____

NAYS _____

ABSTAINED _____

VILLAGE OF ISLAND LAKE

Mayor

ATTEST

Clerk



VILLAGE OF ISLAND LAKE
ORDINANCE NO. _____
AN ORDINANCE AMENDING THE VILLAGE OF ISLAND LAKE
ZONING MAP TO REZONE CERTAIN PROPERTY
FROM _____ TO _____

WHEREAS, the Village of Island Lake, Lake and McHenry counties is a municipal corporation; and

WHEREAS, _____ is the owner of record of the property commonly known as _____ and legally described in "Exhibit A"

WHEREAS, the petitioner requests rezoning of the subject property from _____ to _____; and

WHEREAS, pursuant to a duly published notice, The Village of Island Lake Planning and Zoning Commission conducted a public hearing on _____, regarding the application; and

WHEREAS, at the conclusion of the public hearing, the Planning and Zoning Commission did recommend in favor of the application; and

WHEREAS, the Mayor and Village Board of Trustees have considered the Planning and Zoning Commission recommendation and find and determine that it is in the best interest of Village that the property be rezoned from the ___ Zoning district to the ___ Zoning District.

NOW, THEREFORE BE IT ORDAINED by the Mayor and the Board of Trustees of the Village of Island Lake, Lake and McHenry Counties, Illinois as follows;

SECTION 1: The foregoing recitals shall be, and are hereby, incorporated into and made part of this Ordinance as if fully set forth in this Section 1

SECTION 2: The Village of Island Lake of Island Lake Zoning map shall be, and if hereby amended to rezone the property from _____ Zoning District to _____ Zoning District.

SECTION 3: This ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

Dated this _____ day of _____, 20__

AYES _____ NAYS _____ ABSENT _____ ABSTAIN _____

Mayor

Village Clerk



Sample of Zoning Ordinance for Special/Conditional Use

In the matter of the application of _____)
)
)
)
)
)
)

ORDINANCE NO. _____

for Special Use Permit issued by the Village of Island Lake)
Lake & McHenry Counties, Illinois)

ORDINANCE GRANTING A SPECIAL USE

WHEREAS, the petitioners _____ have filed a petition with the Planning and Zoning Commission of the Village of Island Lake, Lake and McHenry Counties, Illinois for the issuance of a special use permit pursuant to the Village’s Zoning Ordinance and such Ordinance as amended in regard to the following described property:

[INSERT LEGAL DESCRIPTION]

WHEREAS, the petition requests the following special uses (uses described here); and

WHEREAS, a public hearing on said petition was held before the Planning and Zoning Commission of the Village in the manner and in the form as prescribed by Ordinance and Statute and pursuant to proper public notice; and

WHEREAS, as a result of said hearing, the taking of evidence and the viewing of exhibits advanced there, the Planning and Zoning Commission of the Village did find that the proposed special use is in harmony with the general purposes and intent of the Village zoning regulations; and

WHEREAS, the Planning and Zoning Commission did recommend to the Village Board of Trustees of the Village that the special use requested be granted to the Petitioners subject to the following conditions [Conditions of special use listed here]; and

WHEREAS, the Planning and Zoning Commission and the Village Board of Trustees have each made the findings that the approval criteria for the special use pursuant to Village Ordinance have been met. Copies of said findings attached hereto marked “Exhibit A” and by this reference made part hereof; and

WHEREAS, The Mayor and Board of Trustees have considered the recommendations as submitted by the Planning and Zoning Commission; and

WHEREAS, the Mayor and the Board of Trustees have determined that it is in the best interest of the Village and in furtherance of the public health, safety, and welfare of the Village to grant special use sought by the Petitioners.



NOW THEREFORE BE IT ORDAINED by the Mayor and Board of Trustees of the Village of Island, Lake and McHenry Counties, Illinois as follows:

SECTION 1 The recitals set forth hereinabove are incorporated herein as findings of the Mayor and Board of Trustees.

SECTION 2 The Mayor and the Board of Trustees hereby grant the following special uses
[Description of the special uses and the legal description included here]

SECTION 3 This Ordinance shall be in full force and effect from and after its passage, approval and publications in the manner provided by law.

Passed this _____ day of _____

AYES _____ ABSENT _____

NAYES _____ ABSTAIN _____

VILLAGE OF ISLAND LAKE

Mayor

ATTEST

Village Clerk

