



## Village of Island Lake

3720 Greenleaf Ave.  
Island Lake, IL 60042  
Phone: 847-526-8764  
Fax: 847-526-1534  
[www.villageofislandlake.com](http://www.villageofislandlake.com)

## Planning and Zoning Request: Zoning Amendment

**What is a Zoning Amendment?** A zoning amendment is a change in the text of the Village zoning code or to the zoning map. It is intended as a tool to amend the provisions of the zoning code or the zoning map in light of changing, newly discovered, or newly important conditions or situations. **Reference Title 9 of the Village of Island Lake Code** for Information about Zoning Amendments (9-11-16 Amendments). (<https://villageofislandlake.com/ordinances>).

**Who may file for a Zoning Amendment?** An application for a zoning text or map amendment may be filed by the Board of Trustees, the Plan Commission, the owner of, or any person having a legal interest in any lot to be affected by a proposed amendment to the zoning map, or any person interested in a proposed amendment to the text of this code.

**The Village of Island Lake Zoning Map** is available online (<https://villageofislandlake.com/village-map>).

### Documents to be submitted with the application\* by the petitioner for an amendment include:

1. Owner, Applicant and Consultant information: Zoning Amendment Form 1
2. Petition Information: Zoning Amendment Form 2
3. Affidavit of Beneficial Interest: Zoning Amendment Form 3 (for map amendment)
4. Affidavit of Posting Sign for Hearing: Zoning Amendment Form 4 (for map amendment)  
*\*To be filed after hearing date is set.*
5. Adjoining Taxpayer Information: Zoning Amendment Form 5 (for map amendment)
6. Plat of Survey (with certified surveyor stamp, for map amendment)
7. Supplemental documents requested by the Village Attorney and/or Planning and Zoning Commission Chair

**Deadline for filing application for zoning amendment hearing:** No later than 30 days preceding the requested hearing date. *Planning and Zoning Commission Meetings are on the 3<sup>rd</sup> Thursday of the month on an as needed basis.* **Deadline for submitting additional, supplemental data:** At least 7 days prior to hearing date. Supplemental data may include, for example, pictures, illustrations and written comments of neighbors.

**Filing Fee:** \$1,000 due at application submission

**Additional Fees:** In addition, where the nature of the application requires the Village to publish or mail legal notices or to employ the services of planners, engineers, attorneys, or other persons not employed by the Village for the purposes of reviewing the application or plans in connection with it or development pursuant to it, additional fees equal to the actual cost to the Village of giving such notice or securing such services shall be charged to and paid by the owner. **An Escrow Deposit for the additional fees** due will be provided by the Village staff.

### Additional Notes

The Planning and Zoning Commission will schedule a hearing on the petition when all application documents have been submitted and the review is complete and will notify the Village Clerk of the date and time. The Village Clerk will then notify the petitioner. The Commission will provide its recommendation to the Village Board.

The Village will cause to be published a notice of the hearing in a local paper as prescribed by law.

The Building Department will supply the petitioner with a sign for posting on the property that states petitioner name and the purpose, date, time and place of the hearing.

The applicant may also bring witnesses to testify as to the petition request.



**OWNER, APPLICANT AND CONSULTANT INFORMATION**

**Property Owner / Titleholder of Record**

Full disclosure of the ownership of all legal and equitable interests in the property is required.

Name/s: \_\_\_\_\_

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

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

If title is in a land trust, list beneficiaries.

Name/s \_\_\_\_\_

Address/es \_\_\_\_\_

Cell Phone #s \_\_\_\_\_

Percentage of Interest in Trust \_\_\_\_\_

*If owner is not petitioner, owner shall sign consent to filing of amendment application.*

The undersigned hereby consents to filing of the amendment application by the petitioner listed below.

\_\_\_\_\_  
Owner signature

\_\_\_\_\_  
Date

**Petitioner**

Applicant/s name and address, if different from the property owner, and their interest in the property.

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

Property Address: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Explanation of interest in the property: \_\_\_\_\_

\_\_\_\_\_

**Professional Consultant Information**

Attorney for Petitioner \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Additional Consultant 1, Name and Address: \_\_\_\_\_

\_\_\_\_\_

Additional Consultant 2, Name and Address: \_\_\_\_\_

\_\_\_\_\_

*List additional consultants on a separate page.*



## Petition Information

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

### ZONING AMENDMENT

In the matter of the application of \_\_\_\_\_ (petitioner name)  
for a Zoning Amendment under the provisions of the Zoning Ordinance  
of the Village of Island Lake, Lake and McHenry counties, Illinois)

**Description of amendment requested:** \_\_\_\_\_  
\_\_\_\_\_

Street address of petitioner: \_\_\_\_\_

#### Map Amendment Request

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

Property size: \_\_\_\_\_ Present use and zoning classification of property: \_\_\_\_\_

Present use and zoning of surrounding properties:

\_\_\_\_\_  
\_\_\_\_\_

#### **Legal description of property**

[Insert legal description]

#### Text Amendment Request

\_\_\_\_\_  
\_\_\_\_\_

#### **Statement of need and justification for the proposed text amendment (per 9-11-16 E.5.b)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**The petitioner affirms that:**

a. The zoning amendment (check one) (9-11-16 E.5.c)

\_\_\_\_ conforms to the official comprehensive plan or official zoning map of the Village

\_\_\_\_ does not conform to the official comprehensive plan or official zoning map of the Village

Explain. \_\_\_\_\_

\_\_\_\_\_

If the amendment does not conform, state the reasons it should be approved despite such lack of conformity.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHEREFORE Petitioner requests that the Planning and Zoning Commission Chair set a day, time and place for hearing on the contents of this petition and, after the hearing, recommend action to the Village Board regarding the request of the petitioner.

*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 said land trust.*

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date



# AFFIDAVIT OF BENEFICIAL INTEREST

(For map amendment only)

## Form 3: Zoning Amendment

Affidavit of Beneficial Interest  
for Map Amendment

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

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. \_\_\_\_\_

Owner of Beneficial Interest	Percentage	Address

By \_\_\_\_\_  
Trust Officer

Date: \_\_\_\_\_



# AFFIDAVIT OF POSTING

(For map amendment only)

**Form 4: Zoning Amendment**

Affidavit of Posting  
for Map Amendment

\_\_\_\_\_ (petitioner), being upon oath deposes and says as follows:

1. That he/she is the petitioner in the matter of the Application for a variance for the property at \_\_\_\_\_ (address)

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

\_\_\_\_\_ (date), at \_\_\_\_\_ (time).

2. 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 \_\_\_\_\_

3. That said posting was accomplished on \_\_\_\_\_ at \_\_\_\_\_ a.m./ p.m.

\_\_\_\_\_ 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.

\_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)



# ADJOINING TAXPAYER INFORMATION

(For map amendment only)

## Form 5: Zoning Amendment

Adjoining Tax Payer Information  
for Map Amendment

Taxpayers adjoining the property—including properties across the street—for which the zoning amendment is requested, *as shown on the rolls of the County Treasurer/Collector\**, are listed below. Include properties across the street.

\*For tax information about Island Lake property in Lake County, go to:

<https://tax.lakecountyil.gov/>

\*For tax information about Island Lake property in McHenry County, go to:

<https://www.nundatownship.com>

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

Property owner/s: \_\_\_\_\_

Property address: \_\_\_\_\_

*List additional property owners on a separate page.*



## **VILLAGE INFORMATION**

### **ATTORNEY**

David McArdle  
**Zukowski, Rogers, Flood & McArdle**  
50 Virginia Street  
Crystal Lake, Illinois 60014  
815.459.2050; fax: 815.459.9057

### **VILLAGE ENGINEER**

Steve Zehner, P.E., Project Manager  
**Robinson Engineering**  
127 N. Walnut St., Ste. 200  
Itasca, IL 60143

### **MAYOR and VILLAGE CLERK**

Richard McLaughlin, Mayor  
Georgine Cooper, Village 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. 7872

### **PLANNING AND ZONING COMMISSION CHAIR**

Michelle Friedrich  
c/o Village of Island Lake  
3720 Greenleaf Avenue  
Island Lake, IL 60042



## RECEIPT OF ZONING AMENDMENT DOCUMENTS AND FEES

### *For Village Use only*

Submit two (2) copies of all documents. *Additional copies may be required.*

**The following have been completed on the dates indicated.**

FILING FEE: Date Paid \_\_\_\_\_

OWNER, APPLICANT AND CONSULTANT INFORMATION Zoning Amendment Form 1: Date Filed \_\_\_\_\_

PROPERTY INFORMATION: Zoning Amendment Form 2: Date Filed \_\_\_\_\_

AFFIDAVIT OF BENEFICIAL INTEREST Zoning Amendment Form 3 (for map amendment): Date Filed \_\_\_\_\_

AFFIDAVIT OF POSTING Zoning Amendment Form 4 (for map amendment): Date Filed \_\_\_\_\_

ABUTTING TAXPAYERS INFORMATION Zoning Amendment Form 5 (for map amendment): Date Filed \_\_\_\_\_

PLAT OF SURVEY with certified surveyor stamp (for map amendment): Date Filed \_\_\_\_\_

LIST OF ABUTTING LAST TAXPAYERS OF RECORD: Date Filed \_\_\_\_\_

*It is the petitioner's obligation to verify the list.*

LAKE OR MCHENRY COUNTY SOIL & WATER CONSERVATION DISTRICT FILING:\* Date Filed \_\_\_\_\_

*If necessary, obtain a Natural Resource Inventory report with the zoning petition request.*

AFFIDAVIT OF POSTING: Date Filed \_\_\_\_\_

*A sign will be provided by the Building Department and for the petitioner to post on the property no less than 15 days nor more than 30 days prior to the date of the hearing.*

PUBLICATION NOTICE REQUIREMENTS: Date Filed \_\_\_\_\_

*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.*

CERTIFICATE OF PUBLICATION: Date Filed \_\_\_\_\_

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.*



In the matter of \_\_\_\_\_ )  
\_\_\_\_\_ )  
\_\_\_\_\_ )  
application for an Amendment of the Zoning Ordinance/Official Zoning Map  
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 an amendment 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 amendment to the Village Zoning Ordinance [Describe amendment 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 amendment 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 the amendment 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 amend 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 amend 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

