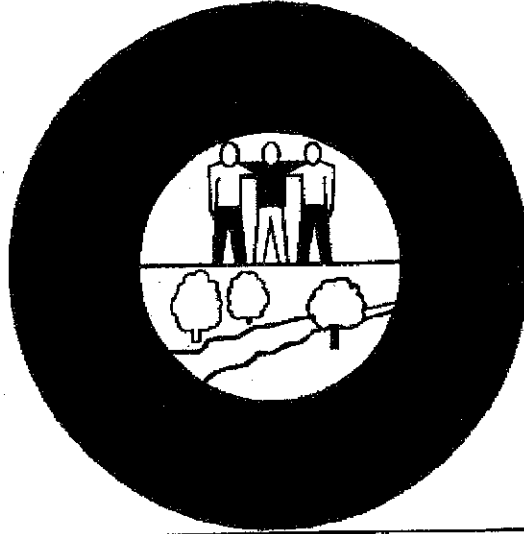


# **VILLAGE OF MAYWOOD**



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## **REZONING PETITION PACKET**

**Village of Maywood**  
**Rezoning Application**

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**PROCEDURE FOR OBTAINING A REZONING OF PROPERTY, SOMETIMES ALSO KNOWN AS A "MAP AMENDMENT"**

1. Complete all sections of the attached application.
2. Attach all required exhibits designated in the application.
3. Submit application and exhibits as follows:

Village of Maywood  
Community Development Department  
40 East Madison Street  
Maywood, IL 60153

4. Upon receipt of the application and exhibits, staff will review the submitted information for completeness and accuracy. This process normally takes 7 days.
5. A pre-hearing conference with staff will be scheduled if needed.
6. Public Hearing before the Plan Commission/Zoning Board of Appeals will be scheduled. (Fourth Tuesday of the month at 7 p.m. or a special hearing will be scheduled upon the recommendation of the Mayor, Village Board, and Department staff or Chairperson of the Plan Commission/Zoning Board of Appeals)
7. State law requires that notification of the public hearing be published in a newspaper of general circulation within the Village at least 15 days and no more than 30 days prior to hearing date.
8. The Plan Commission/Zoning Board of Appeals will hold a Public Hearing to consider requests for a Rezoning. The applicant must be in attendance to answer any questions that the Plan Commission/Zoning Board of Appeals may have regarding the petition.
9. Following the public hearing, the Plan Commission/Zoning Board of Appeals shall either recommend to the Village Board to approve, approve with conditions or reject the request. The Plan Commission/Zoning Board of Appeals may continue the hearing should they determine the additional information is necessary to render a decision.
10. Within 14 days of the Plan Commission/Zoning Board of Appeals meeting, a recommendation to approve or deny request is forwarded to the Village Board/Legal, License and Ordinance Committee.
11. The Legal, License and Ordinance Committee ("LLOC") will discuss the recommendations from the Plan Commission/Zoning Board of Appeals and the Board Committees during the LLOC meeting (Second and Fourth Wednesday of the month at 7 p.m.). The LLOC will recommend for a vote to accept or reject the Plan Commission/Zoning Board of Appeals' recommendations. If the LLOC votes to send the matter to the Village Board, the matter will be considered and acted upon once an ordinance is presented to the Village Board at the next Village Board meeting (First and Third Tuesday of the month at 7 p.m.).

**PLEASE NOTE:** Village staff will assist you with expediting your request. Due to the local and state laws regarding hearing publication requirements, meeting schedules and the complexity of your request, the entire processing time for a Rezoning could take as long as eight (8) weeks.

**Village of Maywood**  
**Rezoning Application**

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**Plan Commission/Zoning Board of Appeals:**

The Plan Commission/Zoning Board of Appeals (PC/ZBA) is the Village of Maywood's appointed advisory body responsible for reviewing, conducting public hearings, and rendering recommendations to the Village Board regarding rezoning petitions. The Board is comprised of 7 members appointed by the Mayor with advice and consent of the Village Board. The PC/ZBA meets on the fourth Tuesday of the month at 7 p.m. in the Council Chambers at the Police Department building located at 125 South 5<sup>th</sup> Avenue in Maywood, Illinois 60153.

**Village Board:**

The Village Board of Maywood is the elected body responsible for the authorization of rezoning petitions within the Village. The Village Board is comprised of 6 Trustees and the Mayor. Village Board meetings are held on the first and third Tuesday of the month at 7 p.m. in the Council Chambers at the Police Department Building located at 125 South 5<sup>th</sup> Avenue, Maywood, Illinois 60153.

**Rezoning Defined:**

Rezoning is a request to change the underlying zoning district classification of property. Rezoning requests are also known as "map amendments" because the result of a rezoning is an actual change to the Village's official Zoning Map.

**Rezoning Requirements:**

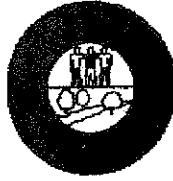
The Mayor, Village Board, the Plan Commission/Zoning Board of Appeals, or property owner may propose a change to the zoning district classification of any lot, parcel, or tract of land within the Village. The PC/ZBA shall hear evidence in support of the proposed rezoning at a public hearing held before it. Persons opposed to the rezoning or otherwise interested shall also have an opportunity to comment. The PC/ZBA will then make findings based upon the evidence presented to it. The findings must include:

The existing uses of property within the general area of the property in question;  
The zoning classification of property within the general area of the property in question;  
The suitability of the property in question to the uses permitted under the existing zoning classifications; and  
The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place since the day the property in question was placed in its present zoning classification.

**Village of Maywood  
Rezoning Application**

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Please Type or Print



**OFFICE USE ONLY**

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

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

Case Number: \_\_\_\_\_

**VILLAGE OF MAYWOOD**  
COMMUNITY DEVELOPMENT DEPARTMENT \_\_\_\_\_ REZONING  
40 East Madison Street  
Maywood, IL 60153  
(708) 450-6381 – PHONE  
(708) 343-4775 – FAX

**PETITION FOR REZONING OF PROPERTY**  
(PUBLIC HEARING REQUIRED BEFORE THE PLAN COMMISSION/ZONING BOARD OF APPEALS)

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

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

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

Address of Property that is the Subject of this Petition (Subject Property): \_\_\_\_\_

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

Legal Description of Property: **Please attach to this application.**

Property Interest of Applicant, if not the Property Owner: \_\_\_\_\_

Property Owner (if different than applicant): \_\_\_\_\_

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

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

Attorney, if applicable: \_\_\_\_\_

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

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

Detailed zoning relief being requested (please specify applicable Section of the Zoning Ordinance):

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

**Village of Maywood  
Rezoning Application**

Current Zoning Classification of Property: \_\_\_\_\_

Requested Zoning Classification of Property: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Proposed Use of the Property: \_\_\_\_\_

Lot Area/Square Footage of Subject Property (stated in square feet if the area is less than one acre and in acres and fractions thereof if one acre or more): \_\_\_\_\_

Description of any improvements currently existing on the Subject Property: \_\_\_\_\_

Filing Fee: \$100.00 (For Residential 1-2 units) \$200 (For Residential 3 or more units) \$300.00 (For Commercial) \$150 (For Non- Profit). Please attach to application. Please make checks payable to the Village of Maywood.

**PLEASE ADDRESS THE FOLLOWING QUESTIONS AS THEY RELATE TO THE SUBJECT PROPERTY AND YOUR REZONING/ZONING MAP AMENDMENT REQUEST:**

1. Statement of the circumstances, factors and arguments that are offered in support of the proposed rezoning (Please be specific, state the reason you are requesting a rezoning, the reasons why the rezoning should be granted, and if the rezoning is granted state the changes that will be made to the property):

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

2. What are the existing uses and zoning classifications of the property within the general area of the Subject Property?

North of boundary line: Existing Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

South of boundary line: Existing Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

East of boundary line: Existing Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

West of boundary line: Existing Use: \_\_\_\_\_

Zoning: \_\_\_\_\_

3. Why isn't the Subject Property suitable for uses under the existing zoning classification?

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

**Village of Maywood**  
**Rezoning Application**

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4. How will the proposed rezoning be consistent with the trend in development, if any, in the general area of the Subject Property?

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5. What is the suitability of the Subject Property for permitted uses listed in the proposed zoning classification?

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6. What is the compatibility of the surrounding property with the permitted uses listed in the proposed zoning classification?

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7. How is the proposed rezoning in the public interest?:

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**ADDITIONAL INFORMATION**

1. The aforementioned information is requested to assist Village staff, Plan Commission/Zoning Board of Appeals, and the Village Board in determining the impact appropriateness of the requested rezoning. Please type or neatly write as much detailed information to ensure an effective evaluation of the petition. If additional space is necessary, please write on the back of the appropriate sheet.

2. Attach a Plat of Survey and, if proposed use will be different from the existing use, a Site Plan of the property drawn to scale and pictures showing the dimensions and square footage of the proposed use. The accuracy of the Site Plan is vital to the effectiveness of the plan review and will not be accepted if it cannot be easily read and evaluated.

3. In addition, please provide ten (10) copies of the Plat of Survey and/or Site Plan referenced in paragraph 2, as well as ten (10) copies of any other data or materials submitted as exhibits.

**Village of Maywood**  
**Rezoning Application**

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4. The application fee must be submitted with the aforementioned to cover administrative costs associated with the petition review. All checks must be made payable to the Village of Maywood.

I (We) hereby affirm that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

I (We) hereby acknowledge my (our) obligation to reimburse the Village of Maywood for all necessary and reasonable expenses incurred by the Village in the review and certification of any documents submitted in conjunction with this application.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Property Owner (mandatory)

Signed and subscribed before me on  
this \_\_\_\_\_ day of \_\_\_\_\_, 200\_

\_\_\_\_\_  
Notary Public

This application was filed with the Community Development Department on \_\_\_\_\_.

\_\_\_\_\_  
Community Development Department Staff

Attest:

\_\_\_\_\_  
Village Clerk

Office Use Only	
Staff Checklist:	
_____	Completed application (all fields have entries)
_____	Required Fee has been paid
_____	Plat of Survey/Site Plans are attached
_____	Ten (10) copies are attached
Date Public Hearing Filed:	_____
Date Notices Sent to the Residents:	_____