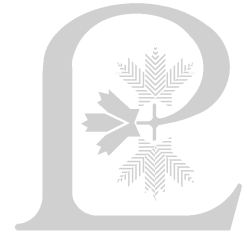


VILLAGE OF LINCOLNSHIRE
REZONING & TEXT AMENDMENT
Supplemental Information Packet



(Place Date Stamp Here)

1. PRELIMINARY STAFF REVIEW

Prior to be placed on an agenda for consideration, all documents identified below must accompany the Application for Village Board Consideration and be submitted to the Department of Community Development for Staff review. Failure to provide a complete submittal may result in the request being deferred to the next regularly scheduled agenda. Additional quantities and review of the submitted materials may be required, as determined by the Department of Community Development.

2. COMMITTEE OF THE WHOLE PRESENTATION PACKET (Referral)

Once the proposed Rezoning or Text Amendment request(s) have been reviewed and docketed on a regularly scheduled agenda of the Committee of the Whole meeting (second & fourth Monday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. The C.O.W. will review the request(s) and determine if such request(s) is appropriate to be referred for further review by the Zoning Board. ***The plan sets must be in the order identified below and be bound together into a formal presentation packet. The presentation packet size must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.***

- Letter of Request** – A letter to the attention of the Mayor and Board of Trustees, which describes the Rezoning or Text Amendment request(s) in detail and outlines the reason(s) for such a request.
- Conceptual Site Plan (Rezoning only)** – The general location and size of all buildings, parking areas, traffic circulation, landscape areas, and preliminary site data chart must be provided on the conceptual site plan.
- ▶ Please note that the period of time between Step 2 and Step 3 will vary based upon the documents to be reviewed and accepted for presentation by the Planning Project Manager. Dependent on the specific request, Step 3A or 3B shall be followed.

3A. ZONING BOARD PRESENTATION PACKET (TEXT AMENDMENT)

Once the proposed Text Amendment(s) have been referred and docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***If the presentation packet consists of multiple pages, it must be bound together into a formal presentation packet for Staff distribution to the members of the Board. The presentation packet format must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.*** Public Notice must also be provided in accordance with Section 6-14-13(E) of the Lincolnshire Village Code.

- Proposed Text Amendment(s)** – The Village Board of Trustees is authorized to amend the regulations of the Village Code, provided the request is in the best interests of the Village. The Applicant must submit detailed written evidence to support how the request(s) will meet each item below. Each item below must be specifically addressed in the written submittal, and must also be presented by the Applicant at the Public Hearing of the Zoning Board.

The three Standards listed below must be included with the Applicant's written response

1. *The request for an amendment shall serve the purpose of promoting the public health, safety, and general welfare.*
2. *The request for an amendment shall conserve the value of property throughout the community.*
3. *The request for an amendment shall lessen or avoid congestion in the public streets and highways.*

3B. ZONING BOARD PRESENTATION PACKET (REZONING)

Once the proposed Rezoning request(s) have been referred and docketed on a regularly scheduled agenda of the Zoning Board (second Tuesday of the month), **twenty-two (22) copies** of the following documents must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting. ***If the presentation packet consists of multiple pages, it must be bound together into a formal presentation packet for Staff distribution to the members of the Board. The presentation packet format must not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.*** Public Notice must also be provided in accordance with Section 6-14-13(E) of the Lincolnshire Village Code.

- Findings of Fact (Rezoning only)** – The Applicant must submit detailed written evidence to support the Findings of Fact (below) that the Zoning Board must consider at a Public Hearing regarding a request for Rezoning. Each item below must be specifically addressed in the written submittal, and must also be presented by the Applicant at the Public Hearing. The Zoning Board will consider making due allowance for any item which cannot be entirely satisfied, provided the request is substantiated by the Applicant.

The Findings of Fact listed below must be included with the Applicant's written response

1. *Existing uses of property and existing physical, social or economic conditions within the general area of the property in question.*
2. *The zoning classification of property within the general area of the property in question.*
3. *The suitability of the property in question to the uses permitted under the existing zoning classification.*
4. *The trend of development, if any, in the general area of the property in question, including changes, if any, which have taken place in its present zoning classification.*
5. *The impact upon the objectives of the official Comprehensive Policies Plan of the Village, as amended.*

- Conceptual Site Plan** – The general location and size of all buildings, parking areas, drives, and preliminary site data must be provided on the conceptual site plan, which must not be any larger than 11" x 17" paper size and folded to an 8½ "x 11" paper size when submitted.

- ▶ The Zoning Board shall not recommend the adoption of a proposed amendment if it finds that the adoption of such amendment is detrimental to the public interest. The Zoning Board may also recommend the adoption of an amendment changing the zoning classification of the property in question to any higher (more restrictive) classification than that requested by the Applicant.

4. VILLAGE BOARD PRESENTATION PACKET

Upon receiving a recommendation from the Zoning Board, the recommendation and Text Amendment Standards or Rezoning Findings of Fact will be forwarded to the Village Board of Trustees for their final review and decision; two separate meetings, 1) Committee of the Whole and 2) Village Board.

- Twenty-two (22) copies** of all the documents submitted to and recommended by the Zoning Board must be submitted to the assigned Planning Project Manager a minimum of **one week** prior to the scheduled meeting.

ADDITIONAL INFORMATION

- ▶ On occasion, a petition considered at a Public Meeting with the Zoning Board or Village Board of Trustees may be continued to their next regularly scheduled meeting if further revisions are requested by either Board. If more than one Board meeting is required, **twenty-two (22) copies** of the abovementioned documents, with the requested Board revisions, must be submitted a minimum of **one week** prior to the scheduled meeting. As before, the presentation packets must be bound into a formal packet for distribution and not be any larger than 11" x 17", which must be folded to an 8½" x 11" paper size when submitted.

- ▶ For additional information pertaining to the administration process for a request for Rezoning and Text Amendments, please refer to Section 6-14-13: *Amendments*, of Title 6 of the Lincolnshire Village Code.