



## ZONING MAP AMENDMENT AND ZONING CODE TEXT

### OUTLINE

1. Pre-application meeting with Community Development Department;
2. Preparation of application packet;
3. Review of packet by Community Development Department staff (recommended);
4. Formal application (submission of packets and fee);
5. For Zoning Map Amendment: Notice in newspaper, by letter to surrounding property owners,  
  
For Zoning Code Text Amendment: Notice in newspaper
6. Review by Plan Commission at a Public Hearing
7. Preparation of public hearing transcripts or minutes;
8. Review and action by Village Board at meeting;
9. Adoption of ordinance.

## ZONING MAP AND ZONING CODE TEXT AMENDMENTS

### PROCEDURE

1. **Pre-Application Meeting** – The petitioner should meet with the Village Planner or Director of Community Development for a pre-application meeting to informally discuss the proposed Zoning Map Amendment (zone change) or Zoning Code Text Amendment, prior to filling out a formal application. At the pre-application meeting, the petitioner should provide general information, which describes or outlines the existing conditions of the site and the purpose of the proposed zone change. If a change to the Zoning Code is sought, the petitioner should indicate what change is sought and why. A request to informally discuss the proposed zone change or Zoning Code Text Amendment with the Plan Commission may be made at this time. The Community Development staff will also review the types of required submittals (see item #2 below), the numbers of copies required, and how long the request will likely take to be reviewed by the Village.

A property affected by a proposed Zoning Map Amendment shall have at least 200 feet of frontage or 25,000 square feet of area, or shall adjoin a parcel of land which bears the same zoning district classification as that proposed for the affected property by the Map Amendment. The petitioner is encouraged to become familiar with the appropriate provisions of the Zoning Code.

2. **Required Submittals** – The petitioner shall prepare the following items:

#### Zoning Map Amendment:

- a. **Application** – Completed application for Zoning Map Amendment (form attached);
- b. **Plat of Survey** – A current Plat of Survey of the property, prepared by a land surveyor registered with the State of Illinois, with a statement that the property is or is not in the floodplain;
- c. **Proof of Ownership** – A copy of a Guarantee Title Policy or other proof of ownership as approved by the Community Development staff;
- d. **Disclosure of Interest** – If the subject property is held in a trust, a complete disclosure of interest of the ownership, including the names of trustees and beneficial owners shall be provided. If the subject property is owned by a corporation, a disclosure of the shareholders including the names of the officers and directors should be provided (form attached);
- e. **Affidavit of Authorization** – A document signed by the owner of the subject property which authorizes the petitioner to represent them for the Zoning Map Amendment request shall be provided (form attached); and
- f. **List of surrounding property owners and preaddressed labels** – A list of all the property owners within two-hundred and fifty (250) feet, excluding streets, rail roads, or other rights-of-way, of the subject property.

Preaddressed labels appropriate for placing on standard #10 (4½ x 9½ inch) envelopes.

Zoning Code Text Amendment

- a. Application – Completed application for Zoning Code Text Amendment (form attached); and
- b. Other – Any other supporting documentation necessary to justify the requested change to the Zoning Code.

**NOTE:** Waiver of the required documentary evidence can be granted by the Director of Community Development provided staff determines that the information is insignificant or unnecessary.

**NOTE:** If any plans accompanying the Zoning Map Amendment application are required to be recorded with the Cook County Recorder of Deeds, the petitioner should have the surveyor sign a Letter of Authorization (form attached), which designates the Village of Matteson as the agent to record the plan.

**NOTE:** The petitioner should be aware that the requirements outlined herein are the minimum requirements for processing an application for Zoning Map and Zoning Code Text Amendments and that, from time to time, the Plan Commission may require such other information that it deems necessary to determine if the proposed zone change or change to the Zoning Code meets the intent and requirements of the Zoning Code and Comprehensive Plan.

3. **Staff Review** – After the petitioner has prepared the items above the petitioner shall submit the application to the Community Development staff for review of the completeness of the application materials prior to making the required number of copies.
4. **Application Fee** – Zoning Map and Zoning Code Text Amendment requests require an application fee of \$750.00. This fee is applied toward project review costs.
5. **Formal Application:**
  - a. Upon receipt of the required number of copies of all the items enumerated above and the application fee, the Community Development staff shall set a date for a public hearing before the Plan Commission on the application for Zoning Map or Zoning Code Text Amendment.
  - b. Not more than 30 days nor less than 15 days before the public hearing before the Plan Commission, the Community Development staff will place a legal notice in The Star or The Daily South Town which will describe the petitioner's request, and give the time, date, and location of the public hearing. For a Zoning Map Amendment, the notice will also describe the

location of the subject property. Also for a zone change, the staff will mail a notice to the property owners adjacent to the subject property. The petitioner will also be notified by mail.

- c. The Director of Community Development, if he/she considers it necessary, may call upon any Village department or official for their review of the proposed Zoning Map or Zoning Code Text Amendment prior to the public hearing.
6. **Staff Review** – The Village Planner or Director of Community Development will review the request for compliance with the provisions of the Comprehensive Plan, Zoning Code and other applicable codes. Staff will also visit the subject property in the case of a requested zone change. A staff report, which summarizes the request and presents staff concerns, will be prepared, and submitted to the Plan Commission. The petitioner will be provided a copy of the staff report and the agenda of the Plan Commission meeting.
7. **Public Hearing:**
- a. The Community Development staff will submit the application, supporting materials, staff reports and any other documents to the Plan Commission to conduct the public hearing thereon. The Plan Commission meets on the first and third Thursday of each month, at 7:30 p.m. in the Matteson Village Hall, 4900 Village Commons;
  - b. The petitioner or his/her representative must attend the public hearing. It is the responsibility of the petitioner to present an argument supporting the request for a Zoning Map or Zoning Code Text Amendment in a complete and logical manner and to have available all evidence necessary to support the request. It is advisable, but not required, for the petitioner to mount for presentation purposes a copy of the Plat of Survey and Location Map for a request zone change;
  - c. The Plan Commission may make a decision at one meeting, or choose to continue the public hearing to another date for a variety of reasons, including but not limited to: if additional information is deemed necessary; if Plan Commissioners desire an opportunity to visit the site or request staff to conduct further research; if insufficient time remains on the night of the public hearing to conclude the hearing. If the hearing is continued, no additional public notice is required to be published;
  - d. At the close of the public hearing, the Plan Commission will take a roll call vote on the requested Zoning Map or Zoning Code Text Amendment. The Plan Commission may recommend approval, approval with conditions, or denial.

Zoning Map Amendment – In making its recommendation, the Plan commission must make **findings of fact** with respect to each of the following:

1. Identification of the zoning classification of property within the general area of the affected property;
2. Identification of the existing uses of the property within the general area of the subject property;
3. Determination as to the suitability of the property in question to the uses permitted under the existing classification zoning classification;
4. The length of time that the subject property has remained vacant;
5. The trend or 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;
6. Whether every use that would be permitted on the subject site if it were reclassified would be compatible with the existing or permitted uses on the property in the vicinity;
7. Whether adequate public facilities including, but not limited to, schools, parks, police, fire protection, roads, sanitary sewers, storm sewers, and water lines exist or are reasonably capable of being provided prior to the development of the uses which would be permitted on the subject site if it were reclassified;
8. Whether the amendment under consideration is made necessary because of changed or changing conditions in the area affected or in the municipality generally, and, if so, the nature of such changed or changing conditions;
9. The amount of vacant land that is currently zoned for similar development in the municipality, particularly in the vicinity of the property that would be reclassified, and any special circumstances that make a substantial part of such vacant land unavailable for development;
10. In the event that the property, after reclassification, would be available for use by business or industry, whether additional land is needed on the municipality, particularly in the area in question, to provide business services or employment for municipal residents;
11. Whether the amendment under consideration would correct an error in the code as originally adopted; and

12. Whether the reclassification would be consistent with the intent and purpose of this code.

Zoning Code Text Amendment – In making its recommendation, the Plan commission must make **findings of fact** with respect to each of the following:

1. Whether such change is consistent with the intent and purpose of this code in establishing the particular zones affected;
2. Which areas in the municipality are most likely to be directly affected by such change and in what way they will be affected;
3. Whether any indirectly effects are likely to result from such change in the foreseeable future, and if so, the nature of such indirect effects;
4. Whether the amendments under consideration would correct an error or oversight in the ordinance as originally adopted; and
5. Whether the amendment under consideration is made necessary because of changed or changing conditions in the areas and zones affected ot in the municipality generally, and, if so the nature of such changed or changing conditions.

8. **Final Action:**

- a. Within 90 days after the close of the public hearing, the Plan Commission will submit the petition to the Village Board and summarizes what occurred at the public hearing, the exhibits presented, the citizens and witnesses heard, and the recommendation rendered;

**NOTE:** Before the Village Board takes final action and votes on the request, the petitioner must have paid all the required fees.

- b. After receiving the Plan Commission’s recommendation, transcripts or minutes and supporting documents, the Village Board will schedule the Zoning Map or Zoning Code Text Amendment request on one of the Village Board agendas. The petitioner will be informed by Community Development staff of which Village Board they are scheduled to be heard;
- c. The meeting of the Village Board is not a public hearing. The Village Board may decide to approve, approve with conditions, or deny the requested Zoning Map or Zoning Code Text Amendment. Conditions or restrictions may be required to reduce or minimize injurious effects of zone changes on other property or to implement the general purpose and intent of the Zoning Code. Action on the requested Zoning Map or Zoning Code

Text Amendment will be by an ordinance, which is adopted by the Village Board;

- d. After the decision by the Village Board, the petitioner, Director of Community Development, Building Commissioner, and Director of Public Works are informed of the action. If the decision is to approve the Zoning Map Amendment, the Zoning District Map of the Village of Matteson will be amended to show the change. Such an amendment will be made at the annual updating of the Zoning District Map. If an amendment to the Zoning Code is approved, the change will be included in the annual update of the Code.

Questions may be directed to a Planner at 708.283.4900.



**APPLICATION FOR ZONING MAP  
AMENDMENT**

The undersigned petitions the President and Village Board of Trustees of the Village of Matteson, Illinois, to consider the Zoning Map Amendment described in this application.

**Date Filed:** \_\_\_\_\_ **Application No:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

\_\_\_\_\_

**Phone No.**

**(Business):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**Property Interest of Applicant:** \_\_\_\_\_

(Owner, Contract Purchaser, Owner Representative)

**Name of Property Owner:** \_\_\_\_\_

**Address of Owner:** \_\_\_\_\_

\_\_\_\_\_

**Phone No. (Business):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**Address and Legal Description of Property:** \_\_\_\_\_

\_\_\_\_\_

**Permanent Index No.:** \_\_\_\_\_ **Existing Zoning:** \_\_\_\_\_

**Lot Frontage:** \_\_\_\_\_ **Lot Area:** \_\_\_\_\_

**Present Use:** \_\_\_\_\_

\_\_\_\_\_

**Requested Zoning:** \_\_\_\_\_

**Requested Use/Construction:** \_\_\_\_\_

\_\_\_\_\_

**Estimated Date to Begin New Use/Construction:** \_\_\_\_\_

**Name(s), Address(es), and Phone No(s). of Experts (architects, engineers, etc.):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Narrative Statement** evaluating the economic effects on adjoining property, the effect of such elements as noise, glare, odor, fumes and vibration on adjoining property, a discussion of the general compatibility with the adjacent and other properties in the district, the effect on traffic, and the relationship of the proposed use to the Comprehensive Plan.

---

---

---

---

---

**Discuss the Requested Zone Change with Respect to Each of the Following:**

1. Identification of the existing uses of property within the general area of the affected property: \_\_\_\_\_

---

---

2. Identification of the zoning classification of property within the general area of the affected property: \_\_\_\_\_

---

---

3. Determination as to the suitability of the property in question to the uses permitted under the existing classification or district and under the proposed classification or district: \_\_\_\_\_

---

---

4. The trend or development, if any, in the general area of the affected property, including changes, if any, which have taken place since the date the affected property was placed in its present zoning classification or district: \_\_\_\_\_

---

---

---

5. The trend or development, if any, as to the proposed uses of property within the general area of the affected property, as represented on the Comprehensive Plan: \_\_\_\_\_

---

---

---

6. The length of time the property has been vacant as zoned, considered in the context of the land development and the area surrounding the subject property: \_\_\_\_\_

---

---

---

7. The extent to which property values are diminished, if at all, by the particular zoning restrictions: \_\_\_\_\_

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

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) consent to entry in or upon the premises described in this application by any unauthorized official of the Village of Matteson for the purpose of inspection.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of required fees.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THE BEST INTERESTS OF THE APPLICANT WILL BE SERVED  
BY COMPLETING THIS APPLICATION IN DETAIL**



**APPLICATION FOR ZONING CODE  
TEXT AMENDMENT**

The undersigned petitions the President and Village Board Trustees of the Village of Matteson, Illinois, to consider the Zoning Code Text Amendment described in this application.

**Date Filed:** \_\_\_\_\_ **Application No:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Address of Applicant:** \_\_\_\_\_

**Phone No. (Business):** \_\_\_\_\_ **(Home):** \_\_\_\_\_

**Proposed Amendment:** \_\_\_\_\_

**Will an existing section of the Zoning Code be replaced/changed?** \_\_\_\_\_

**Section Reference:** \_\_\_\_\_

**Narrative Statement** of how the proposed Text Amendment relates to the Comprehensive Plan of the Village of Matteson, or otherwise promotes the public health, safety and general welfare: \_\_\_\_\_

I (We) certify that all of the statements and documents submitted as part of this application are true to the best of my (our) knowledge and belief.

I (We) understand that no final action shall be taken by the Village Board subsequent to the public hearing until and upon payment of required fees.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



**OWNERSHIP BY A CORPORATION**

Date: \_\_\_\_\_  
Address of Property: \_\_\_\_\_  
Legal Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK)

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ % \_\_\_\_\_

**AFFIDAVIT OF AUTHORIZATION**

I, \_\_\_\_\_ owner of the property  
described as \_\_\_\_\_

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

verify that \_\_\_\_\_  
is duly authorized to apply and represent my interests before the Matteson Plan  
Commission, Zoning Board of Appeals, Architectural Review Commission, and/or  
Village Board of Trustees. Owner acknowledges that any notice given applicant is  
actual notice to owner.

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
NOTARY



Matteson Project Submittals List - Subject: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ PIN(s): \_\_\_\_\_

<b>Applications</b>	<b>(x) if Required</b>	<b>Fees</b>
1. Annexation*	—	—
2. Special Use Permit	—	—
3. Special Use Permit for a Planned Unit Development	—	—
4. Subdivision Preliminary/Final Plat	—	—
5. Zoning Map Amendment	X	\$750
6. Zoning Text Amendment	—	—
7. Zoning Variations	—	—
<b>Submission Materials</b>	<b>Yes</b>	<b>No</b>
8. Cover Letter Listing Attachments	X	—
9. Character & Objectives/Use Description	X	—
10. Proof of Ownership	X	—
11. Disclosure of Interest	X	—
12. Affidavit of Authorization	X	—
13. Quantitative Summary	X	—
14. Plat of Survey/Legal Description	X	—
15. Preliminary/Final Plat	—	—
16. Plat of Annexation	—	—
17. Existing Conditions Plan	X	—
18. Surrounding Conditions Plan	X	—
19. Site Plan	—	—
20. Landscape Plan	—	—
21. Tree Survey & Analysis	—	—
22. Building Elevation Drawings (4 sides)	—	—
23. Color Rendering	—	—
24. Floor Plan	—	—
25. Photometric Plan with Light Fixture Cut Sheets	—	—
26. Traffic Study	—	—
27. Sign Elevations	—	—
28. Sign Plan	—	—
29. Trash Enclosure/Exterior Equipment/Fences/Screening	—	—
30. Grading Plan (if new construction)	—	—
31. Utilities Plan	—	—
32. Road Plans/Details	—	—
33. Public Improvements List	—	—
34. Public Improvements Cross-sections	—	—
35. Deed/Easement Agreements	X	—
36. Letter of Authorization to Record Plats	—	—
37. List of surrounding property owners and preaddressed labels	X	—
38. Other: _____	—	—

\*Fees for the review of the petition and annexation agreement by the Village Attorney are not included. They are billed at an hourly rate.