



Boone County Planning Department

1212 LOGAN AVENUE, SUITE 102
BELVIDERE, ILLINOIS 61008
PHONE: (815)-547-4770 FAX: (815)-547-3579

APPLICATION FOR TEXT AMENDMENT

(I N S T R U C T I O N S)

If you have any questions about this application, please contact the Planning Department at (815) 547-4470.

NOTE: Applications can be filed at anytime. Applications will not be processed until all of the required information has been submitted. See the schedule of meeting dates and deadlines for submittals.

FOR ALL TEXT AMENDMENT CASES:

An acceptable application includes the following:

- 1. Completed application with the appropriate signature;**
- 2. Application fee as listed on the attached fee schedule;**
- 3. Any other information required by planning staff (ie. detailed written statement explaining the reason for the request, etc.).**
- 4. If the request is for an amendment to the Comprehensive Plan a site plan, certified plat, or legal description needs to be submitted indicating the proposed change.**

In order for the REQUIRED public hearing to commence:

- 1. A certificate of publication for the public hearing notice must be submitted to the planning department**
- 2. Proof of payment to the newspaper for the public hearing notice must be submitted to the planning department**

Planning staff will prepare the legal notice and deliver it to the newspaper.



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rev.11.8.16

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FOR OFFICE USE ONLY**Meeting Dates****Case Number:** _____

RPC Date _____

ZBA Date _____

Filing Date: _____

PZB Date _____

CB Date _____

Zoning Ordinance or Comprehensive Plan Text Amendment (Please circle the appropriate answer)**Request:** _____
_____**Applicant's Name:** _____**Applicant's Address:** _____
_____**Applicant's Daytime Phone No:** _____ **Fax No:** _____**If applicable:****Attorney's Name:** _____**Attorney's Address:** _____
_____**Attorney's Phone No:** _____ **Fax No:** _____-----
Applicant's Signature: _____ **Date:** _____**STAFF'S SIGNATURE:** _____ **Date:** _____**Filing Fee – Amount Paid** _____ **Check Number:** _____



PUBLIC HEARING PROCEDURE

The Boone County Zoning Board of Appeals conducts public hearings pursuant to State Law. Public hearings are conducted according to the following procedures:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Board with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Board reserves the right to question any speaker.
8. All Statements or questions but be directed to the Chairperson.
9. The Board will make a decision on the matter during the public hearing.
10. If the Board feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.

BOONE COUNTY PLANNING DEPARTMENT

COUNTY FEES

*Per Ordinance Number 12-22

Zoning Change:

A-1 & A-2:	\$500 + \$75/acre (or portion thereof)
RE, RC, RC2, RTN:	\$600 + \$75/acre “
B-1, B-2, I-1 & I-2:	\$700 + \$75/acre “

**Planned Unit Development:
(Special Use)** \$700 plus subdivision plat fees, if applicable.

Subdivision Plat:

	<u>Preliminary</u>	<u>Final</u>
Residential:	\$500 + \$75/lot	\$500 + \$75/lot
Commercial & Industrial:	\$600 + \$75/lot	\$600 + \$75/lot
Candlewick Lake Replat: (or similar plat)	-----	\$300 + \$75/lot

Health Department Fees: (Per Ordinance Number 03-40)	<u>Preliminary</u>	<u>Final</u>
	\$35 + \$15/lot	\$35 + \$15/lot
	<u>Adjusted plat review (Replat):</u>	
	\$35 + \$15/lot	

**Final Plat Reinstatement/
Extension Fee:** 50% of Initial Fee

Special Use: \$500 when accessory to an established primary use
\$700 when establishing a primary use

Variation: \$350

Text Amendment: \$500

**Comprehensive Plan
Text or Map Amendment:** \$350

Appeal: \$250

Zoning Verification Letter: \$25 per lot.

Lot of Record Letter: \$25 per lot.