



Fee: \$250

**APPLICATION TO REZONE OR ESTABLISH A SPECIAL USE PERMIT**

*The City of Collinsville Zoning Ordinance is intended to promote the health, safety, quality of life, comfort and general welfare of the City and its planning area, which includes the area within the City corporate limits and unincorporated territory lying outside the City forming the total community of which Collinsville is a part; preserve and protect property values throughout the City and its planning area; restrict and regulate the height, number of stories, and size of structures; the percentage of lot coverage; the size of yards, courts, and other open spaces; and the density of population; divide the City and its planning area into zones and districts; regulate and restrict the location and use of structures and land within each district or zone; provide adequate light, air, privacy and safe convenient access to property; lessen or avoid congestion in public streets and rights-of-way; provide for the elimination of incompatible and nonconforming uses of land, buildings and structures which are adversely affecting the character of desirable development in each district; and serve as a tool in the implementation of the Comprehensive Plan.*

**I. APPLICATION TYPE**

Check (v) one:

- Rezoning to a General District       Rezoning to a Planned District       Amend a Planned District  
 Establish a Special Use Permit       Amend a Special Use Permit

*Note: Site Plan review requires a separate application and fee*

**II. PROPERTY INFORMATION**

Project Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 Locator Number(s): \_\_\_\_\_ Total Acreage: \_\_\_\_\_

**III. APPLICANT INFORMATION**

Owner(s) of record of the hereinafter described property according to St. Clair/Madison County Tax Assessor's Office:

Name: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
*(Attach additional sheets as necessary)*

Applicant/Agent: \_\_\_\_\_ Telephone/Email: \_\_\_\_\_

Interest in Project:     Contract Purchaser     Lessee     Other (Specify): \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby certify that the above information and accompanying documents are true and accurate to the best of my knowledge and acknowledge that the processing of this application may require additional fees for the reimbursement of costs incurred by the City for consultation with engineers, attorneys, or other professionals related to plan review. APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF LEGAL OWNER OR AUTHORIZED APPLICANT/AGENT.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

## IV. SUBMITTAL REQUIREMENTS

Please refer to the Zoning Ordinance (Municipal Code Title 17) for complete submittal and review requirements.

### 1) Rezoning to a General District (R-1, R-2, R-3, R-4, B-2, HP-1, CP-1, CP2, BP-1, BP-2, BP-3, BP-4, M-1, or UCD)

- a) When the applicant is not the property owner, a signed written statement from the property owner expressing support for the application.
- b) A written narrative discussing the following:
  - i) The nature and purpose of the proposal
  - ii) Relationship of proposal to surrounding land use and zoning
  - iii) Conformance with Comprehensive Plan policies and future land use map
  - iv) Existing and expected impact of proposal on traffic conditions
  - v) Existing and expected impact of proposal on other infrastructure and public services
  - vi) Reasons and justification for any deviations from the requirements of the zoning district
- c) Metes and bounds legal description of the property in written and electronic format (MS Word or PDF)
- d) Site plan prepared in accordance with the provisions of Section 17.120, Plan Review, of the City of Collinsville Zoning Ordinance. [See *Application for Plan Review*].
- e) List of property owners within 250 feet and their mailing addresses. This information must be obtained from the Collinsville Township Tax Assessor's Office (Tel. 618-345-0051) or from St. Clair County (Tel. 618-277-6600)
- f) Complete application and \$250 fee (As established in Title 4, *Fees*, of the Municipal Code of Ordinances).

### 2) Rezoning to or amend a Planned District (P-\_\_\_, CUP, PUD)

- a) All information required for a *Rezoning to a General District*, however, the narrative must also provide an operational overview and address the following Planned Use review criteria:
  - i) Satisfaction of the conditions and requirements applicable to the requested planned use, as set forth in this title.
  - ii) The criteria governing the rezoning of the property, as set forth in the standards and requirements found elsewhere in the zoning code or in other applicable law.
  - iii) Development is designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
  - iv) That an identified community need exists for the proposed use.
  - v) Development will not impede the normal and orderly development and improvement of the surrounding property, nor impair the use, enjoyment, or value of neighboring properties.
  - vi) Development incorporates, as approved by the City, adequate ingress and egress and an internal street network that minimizes traffic congestion.
  - vii) The capability of the site to accommodate the building, parking, and drives with appropriate open space and safe, easy ingress and egress.
  - viii) The degree of continuity between the architectural quality of the proposed building and the surrounding neighborhood.
  - ix) The appropriateness of the minimum dimensions and areas of lots and yards set forth in the applicable zoning district regulations.
  - x) Development reinforces and/or complies with the standards and principles of the Comprehensive Plan and all other adopted regulations.
- b) Plans shall satisfy requirements contained in Section 17.110, Planned Use Procedures, of the City of Collinsville Zoning Ordinance.

### 3) Establish or Amend a Special Use Permit (SUP)

- a) All information required for a *Rezoning to a General District*, however, the narrative must also provide an operational overview and address the following Special Use review criteria:
  - i) That the special use is necessary for the public convenience at that location;
  - ii) That the special use is not injurious to the use and enjoyment of neighboring properties, nor detrimental to the

- public health, safety, morals or general welfare;
  - iii) That adequate utilities, access roads, drainage and other necessary supporting facilities have been provided for;
  - iv) That adequate measures have been provided to accommodate ingress and egress so as to avoid congestion, not unduly impede surrounding traffic flows, or create hazardous or unsafe conditions;
  - v) That the special use will not adversely impact property values in the neighborhood; and
  - vi) That the special use will conform to all other requirements of the district.
- b) Plans shall satisfy requirements contained in Section 17.100.050, *Procedures and Criteria for Considering Special Use Permits*, of the City of Collinsville Zoning Ordinance.

<b>2024 PLANNING COMMISSION CALENDAR</b>	
<b>FILING DEADLINE (5:00PM)</b>	<b>MEETING DATE (6:30PM)</b>
DECEMBER 1, 2023	JANUARY 11, 2024
JANUARY 1, 2024	FEBRUARY 08, 2024
FEBRUARY 1, 2024	MARCH 14, 2024
MARCH 1, 2024	APRIL 11, 2024
APRIL 1, 2024	MAY 09, 2024
MAY 1, 2024	JUNE 13, 2024
JUNE 1, 2024	JULY 11, 2024
JULY 1, 2024	AUGUST 08, 2024
AUGUST 1, 2024	SEPTEMBER 12, 2024
SEPTEMBER 1, 2024	OCTOBER 10, 2024
OCTOBER 1, 2024	NOVEMBER 14, 2024
NOVEMBER 1, 2024	DECEMBER 12, 2024

\* Please note that applications will not be scheduled for public hearing until the Director of Community Development determines the submittal is complete and sufficient for Planning Commission review.

**APPLICATION PROCEDURE**

- 1) Prior to submitting an application the applicant is urged to meet with the *Director of Community Development* to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Although it is an optional step, many developers choose to meet with the Development Assistance Team (DAT) consisting of City staff with from the planning, public works, building, and fire departments prior to submittal of documents to help identify potential issues, necessary documentation, approvals, etc. The DAT meets, as needed, on Thursdays at 10 am at City Hall. Contact the Planning Assistant to be placed on the agenda.
- 3) Application submittal and Staff review.
- 4) Planning Commission hearing and review
  - a) The Commission will receive and hold a public hearing on the application.
  - b) Notice of the public hearing will appear in a newspaper of general circulation at least 15 days prior to the meeting date and property owners within 250 feet of the subject property will be notified by USPS.
  - c) The Planning Commission will consider rezoning requests and make a recommendation to the City Council after hearing input from all interested parties. The Commission may recommend approval as submitted, approval with amendments, denial, or continue the public hearing to another date to allow additional discussion, revisions, etc. The Commission may likewise grant or deny requests for Special Use Permits.
- 5) The City Council may consider an ordinance authorizing a rezoning at their next scheduled regular meeting subject to calendar considerations. The City Council has final approval of all rezoning ordinances; however, site plan approval is within the purview of the Planning Commission. Council normally takes final action on the application at the meeting, but may delay action if members' questions and/or concerns have not been satisfied.