



CITY OF COLLINSVILLE ~ DEPARTMENT OF COMMUNITY DEVELOPMENT  
 125 SOUTH CENTER STREET, COLLINSVILLE, IL 62234  
 TEL. (618) 346-5200, EXT. 3 [WWW.COLLINSVILLEIL.ORG](http://WWW.COLLINSVILLEIL.ORG)

**Fee: \$250**

**APPLICATION FOR ZONING ORDINANCE TEXT AMENDMENT**

*The City Council, from time to time, may supplement, change, or generally revise the boundaries or regulations contained in zoning regulations by amendment. A proposal for such amendment shall be initiated by the City Council or the Planning Commission. If such proposed amendment is not a general revision of the existing regulations and affects specific property, the amendment may be initiated by application of the owner of property affected. Any such amendment, if in accordance with the adopted comprehensive plan, shall be presumed to be reasonable. Any amendment shall be subject to the processes and criteria established in Section 17.150 - Amendments.*

**I. REQUEST**

Amendment to Zoning Ordinance (Title 17) Section(s): \_\_\_\_\_  
 \_\_\_\_\_

**II. APPLICANT INFORMATION**

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

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 the request. **APPLICATION WILL NOT BE ACCEPTED WITHOUT SIGNATURE OF APPLICANT/AGENT.**

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

**III. SUBMITTAL REQUIREMENTS**

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

**1) Amendment to Zoning Ordinance (Title 17)**

- a) A written narrative of the request discussing the following:
  - i. Whether such change is consistent with the intent and purpose of these regulations;
  - ii. The areas which are most likely to be directly affected by such change and in what way they will be affected; and
  - iii. Whether the proposed amendment is made necessary because of changed or changing conditions in the areas and zoning districts affected, or in the area of jurisdiction of such changed or changing conditions.
- b) Complete application and \$250 fee (As established in Title 4, Fees, of the Municipal Code of Ordinances).

## 2024 PLANNING COMMISSION CALENDAR

FILING DEADLINE (5:00PM)	MEETING DATE (6:30PM)
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 encouraged to meet with the *Director of Community Development and zoning staff* to discuss the proposal, review the procedures, and obtain the appropriate application form and procedure guidelines.
- 2) Application submittal and Staff review.
- 3) 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.
  - c) The Planning Commission will consider amendment 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, or denial.
- 4) The City Council shall consider an ordinance authorizing an amendment to the zoning ordinance at their next scheduled regular meeting subject to calendar considerations. The City Council shall: (1) Adopt such recommendation by ordinance; (2) Override the Planning Commission's recommendation; or (3) Return such recommendation to the Planning Commission with a statement specifying the basis for the City Council's failure to approve or disapprove.