



Zoning Board of Appeals/Plan Commission

Rezoning and Special Use Process

NOTICE TO APPLICANTS: Applications shall be submitted at least 30 calendar days prior to the requested Public Hearing date. Applications will not be accepted and/or processed until ALL of the requirements listed in item 1 (below) are submitted.

1. The Applicant must file the following with the Community Development Director:

- a. Application: one (1) signed and notarized;
- b. Site Plan (FOR SPECIAL USE ONLY): 16 full sized (FOLDED) copies depicting any existing structures, proposed structures, additions, parking areas, signs, and/or fences, and the setbacks from lot lines to such improvements;
- c. List of Parcel Numbers, Names, and Addresses of the owners of record (as determined by the Downers Grove Township Assessors Office) of all parcels within 250 feet of the subject property;
- d. Cost Recovery Form: one signed and notarized original; and
- e. Filing Fee and Deposit:

Rezoning (or Map Amendment)	R-1 zoning - \$400.00 fee plus \$800.00 deposit
	All other zoning - \$800.00 fee plus \$1,600.00 deposit
Special Use:	R-1 zoning - \$500.00 fee plus \$1,000.00 deposit
	All other zoning - \$1,000.00 fee plus \$2,000.00 deposit

NOTE: ALL PLANS MUST BE DRAWN TO SCALE AND FOLDED TO 9" X 12"

- 2. The Village publishes a Public Hearing Notice in a local newspaper not more than 30 days nor less than 15 days before the Public Hearing.
- 3. The Village sends a Public Hearing Notice by certified mail to all owners of record within 250 feet of the subject property not more than 30 days nor less than 15 days before the public hearing.
- 4. The application, supporting documentation, Public Hearing Notice, and staff report is sent to the Zoning Board of Appeals/Plan Commission (ZBA/PC).

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5. ZBA/PC holds the Public Hearing on the 3rd Thursday of the month at 7:30 p.m. in the Board Room of the Village Hall, 1 N. Prospect Avenue. **THE APPLICANT OR A REPRESENTATIVE IS REQUIRED TO MAKE A PRESENTATION REGARDING THE REZONING AND/OR SPECIAL USE REQUEST TO THE ZBA/PC AT THE PUBLIC HEARING.** The order of business for a Public Hearing is as follows:
 - a. Reading of the official Public Hearing Notice
 - b. Applicant's presentation
 - c. Public testimony
 - d. Rebuttal and summarization by applicant
 - e. ZBA/PC questions
 - f. Closing of Public Hearing
 - g. Opening of decision meeting
 - h. Staff report presentation
 - i. ZBA/PC discussion
 - j. Motion
 - k. Closing of decision meeting
6. The ZBA/PC will review and decide a special use request based upon a findings of fact that the standards for special uses in Section 20.15.2D of the Zoning Ordinance have been met.
7. The motion by the ZBA/PC can be to approve the rezoning and/or special use, approve with conditions, deny the rezoning and/or special use, or continue the case to a future meeting. In Clarendon Hills, the ZBA/PC is a recommending body to the Village Board on rezonings and special uses.
8. In order for the request to be transmitted to the Village Board, **the Applicant must submit 23 full sized (FOLDED) copies of the most recently revised site plan (for special use) must be submitted to staff a minimum of 7 calendar days before the scheduled Board meeting.**
9. The ZBA/PC recommendation is transmitted to the Village Board who can either approve the rezoning and/or special use, approve with conditions, deny the rezoning and/or special use, or refer the case back to the ZBA/PC for further review.
10. If the rezoning and/or special use is approved, an Ordinance will be adopted and recorded at the DuPage County Recorder's Office, as appropriate.
11. During and/or after the zoning process the Applicant will receive invoices for costs (public hearing notice fees, transcripts, etc.) incurred by the Village. **The Applicant must pay the invoices prior to the Village releasing the deposit.**

It is recommended that the Applicant meet with the Community Development Director Prior to submitting an application. If you have questions regarding the rezoning and/or special use process or would like to schedule a meeting, contact the Community Development Director at (630) 286-5412.