

Procedure to File Petition to Amend Zoning Code

EXCERPT FROM JERSEYVILLE ZONING CODE, TITLE 11

The attached excerpt, Section 11-3-4, Paragraphs A through I of the Jerseyville Zoning Code, governs the procedure for a petition seeking an amendment to the city zoning code to rezone property to a different zoning classification. You should read this excerpt in its entirety before preparing and filing such a petition. The attached documents are to assist you with compliance with the zoning code, however you are fully responsible for compliance and the contents of any petition and other documents you file seeking an amendment to the city zoning code. In addition, the Planning and Zoning Board and/or City Council may require additional information. The petition filing fee is \$50.00 due upon filing the petition in the office of the City Clerk.

Petition to Amend Zoning Code Documents List

Doc 1 – Procedure to File Petition to Amend Zoning Code.

Doc 2 – Zoning Petition Ordinance

Doc 3 – Notice of Public Hearing [*For Publication*]

Doc 4 – Notice of Public Hearing to Adjacent Landowners (A – without Annexation; B – with Annexation Request) [For mailing or hand delivery w/ Doc 2, 6, & 7]

Doc 5 – Affidavit Regarding Notice to Adjacent Landowners [For Filing, Proof of Notice, w/ City Clerk]

Doc 6 – Notice to Adjacent Landowners Excerpt from Jerseyville Zoning Code (A – without Annexation; B – with Annexation and Rezone Request)

Doc 7 – Section 11-3-4, Paragraphs A through H [For mailing or hand-delivery to adjacent landowners w/ Doc 2, 4, & 6]

All petitioners must check in with the office of the city clerk to make certain of all dates involved with the petition process. Planning and Zoning Board meetings occur on the third Thursday of each month but are subject to change.

Distribution Quick Reference:

- Planning and Zoning Board Receives Doc 2-6
- Adjacent Property Owners Receive Doc 2, 4, 6, & 7
- City Clerk Receives Doc 2, 3, & 5
- Doc 3 goes to paper for Publication