



## PETITION TO AMEND ZONING CODE DOCUMENT LIST

### DOCUMENT 1

Procedure to File Petition to Amend Zoning Code

115 E. Prairie St.  
Jerseyville, IL 62052  
P 618.498.3312  
F 618.498.4122

[www.jerseyville-il.us](http://www.jerseyville-il.us)

### DOCUMENT 2

Application to Amend Zoning Ordinance

### DOCUMENT 3

Notice of Public Hearing (Publication)

THIS MUST BE PUBLISHED IN LOCAL PAPER AT LEAST  
15 DAYS PRIOR TO SCHEDULED ZONING MEETING

### DOCUMENT 4

Notice to Adjacent Landowners

CERTIFIED/PROOF OF MAILING IS REQUIRED, ALONG  
WITH DOCUMENTS 2, 4, 6, & 7 (7 only if annexing)

**MAYOR**  
William Russell

**COMMISSIONERS**  
Kevin Stork  
*Accounts & Finances*

Steve Pohlman  
*Public Health & Safety*

Nick Bexheti  
*Streets & Public  
Improvements*

Zachary Crawford  
*Public Property*

Bill Strang  
*City Attorney*

Denise Hayes  
*City Clerk*

### DOCUMENT 5

Affidavit Regarding Notice to Adjacent Landowners

FOR FILING WITH CITY CLERK FOR PROOF OF NOTICE

### DOCUMENT 6

Notice to Adjacent Landowners Excerpt from Jerseyville  
Zoning Code, Title 11

### DOCUMENT 7

Section 11-3-4, Paragraphs A through I

FOR MAILING TO ADJACENT LANDOWNERS WITH DOC 2,  
4, 5, 6, & 7 (7 only if annexing)

### DOCUMENT 8

Notice to Adjacent Landowners

PETITION TO ANNEX AND REZONE

### DISTRIBUTION QUICK REFERENCE

\*Planning and Zoning Board received Doc 2, 4, 5, & 7

\*City Clerk Receives Doc 2, 3, 4, 5, & 7

\*Adjacent Property Owners Receive Doc 2, 4, 6, & 7

\*Document 3 goes to paper for publication

PROCEDURE TO FILE PETITION TO AMEND ZONING CODE  
EXCEPT 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 the compliance of the zoning code. However, you are fully responsible for the compliance and 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 WITH THE CITY CLERK.

TO:  
Planning and Zoning Board  
and  
City Council

DOCUMENT #1

City of Jerseyville, County of Jersey, State of Illinois

PETITION BY CITY COUNCIL TO AMEND THE ZONING  
ORDINANCE

Petitioner(s) Name First \_\_\_\_\_ Last  
\_\_\_\_\_

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

Legal Representative First \_\_\_\_\_ Last  
\_\_\_\_\_

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

The above applicant(s) respectfully petitions the Planning and  
Zoning Board and the City Council of the City of Jerseyville,  
Jersey County, Illinois, as follows:

Current Owner(s) First \_\_\_\_\_ Last  
\_\_\_\_\_

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

1. Your petitioner(s) is/are the owner(s)/potential  
purchaser(s) of the following described real estate situated  
in the City of Jerseyville, Jersey County, and State of Illinois:  
(Please attach a legal description of subject real estate as  
Exhibit A)
2. The common address of the real estate is  
\_\_\_\_\_, Jerseyville, Illinois.



State \_\_\_\_\_ Zip \_\_\_\_\_

4. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

5. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

6. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

7. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

8. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

9. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

10. Name: First \_\_\_\_\_ Last \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

11. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

12. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

13. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

14. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

15. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

16. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

17. Name: First \_\_\_\_\_ Last \_\_\_\_\_  
Address: \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_

Wherefore, your petitioner requests that a hearing be held before the Planning and Zoning Board of the City of Jerseyville after required publication of notice, and that the Jerseyville Zoning Ordinance be amended by the City Council of the City of Jerseyville to reclassify, and zone said real estate as \_\_\_\_\_ . (Intended zoning classification)

OWNER OF PROPERTY (IF APPLICABLE)

\_\_\_\_\_  
DATE \_\_\_\_\_

PETITIONER OR LEGAL REPRESENTATIVE

\_\_\_\_\_  
DATE \_\_\_\_\_

NOTICE OF PUBLIC HEARING  
(For publication)

You are hereby notified that a petition to amend the Zoning Ordinance has been filed with the City Clerk of Jerseyville, to reclassify and rezone the following described real estate:

DOCUMENT #2

[INSERT LEGAL DESCRIPTION OF THE SUBJECT REAL ESTATE]

The real estate is located at \_\_\_\_\_,  
Jerseyville, Illinois.

Common Address

The real estate is now zoned \_\_\_\_\_, and its

Current Zoning Classification

Current use is \_\_\_\_\_. Petitioner seeks to reclassify the real estate to

\_\_\_\_\_ for future use as \_\_\_\_\_.

Intended Zoning Classification  
Intended Use

A public hearing will be held by the Planning and Zoning Board of the City of Jerseyville on

\_\_\_\_\_ at \_\_\_\_\_ p.m. at City Hall  
115 East Prairie St.,

Jerseyville, Illinois, to hear comments and consider changing  
the Zoning Ordinance as

requested. In response to the COVID pandemic, interested  
parties wanting to participate in

this hearing, may also do so by calling the teleconference  
number at 618-639-3334 and

entering pin #02088.

### PLANNING AND ZONING BOARD

#### NOTICE OF PUBLIC HEARING TO ADJACENT LANDOWNERS

You are hereby notified that a petition to amend the Jerseyville  
Zoning Ordinance has been filed with the City Clerk of Jerseyville, to reclassify and rezone the following  
real estate: DOCUMENT #3

[SEE ATTACHED LEGAL DESCRIPTION OF THE SUBJECT REAL  
ESTATE]

The real estate is located at \_\_\_\_\_,  
Jerseyville, Illinois.

Common Address

The real estate is now zoned \_\_\_\_\_.  
Petitioner seeks to reclassify the

Current Classification



real estate to \_\_\_\_\_ for future use as  
\_\_\_\_\_.

Intended Classification

Intended Use

A public hearing will be held by the Planning and Zoning Board of the City of Jerseyville on

\_\_\_\_\_ at \_\_\_\_\_ p.m. at City Hall, 115 East Prairie St.,

Jerseyville, Illinois, to hear comments and consider changing the Zoning Ordinance as

requested. In response to the COVID pandemic, interested parties wanting to participate in

this hearing, may also do so by calling the teleconference number at 618-639-3334 and

entering pin #02088.

Enclosed is an excerpt from the Jerseyville Zoning Code, Title 11, Section 11-3-4, paragraphs A through H, which governs the procedure for a petition seeking an amendment to the City zoning code to rezone property to a different zoning classification. You are receiving this excerpt and a copy of the petition which has been filed requesting an amendment to the zoning code, because the petition reflects that you own a property located adjacent to the property sought to be rezoned. As an adjacent owner, you have certain rights as stated in this excerpt. You should review paragraph E regarding written protest, should you desire to contest this rezoning request.

Denise C. Hayes  
City Clerk

DOCUMENT #4

AFFIDAVIT REGARDING NOTICE TO ADJACENT LANDOWNERS

The following adjacent landowners were contacted by mailing a copy of the petition to amend the zoning ordinance, the notice of public hearing stating the time, place and date of the public hearing before the Planning and Zoning Board to consider said petition, and the required excerpt, section 11-3-4, paragraphs A through H of the Jerseyville Zoning Code, to such individuals at their address with postage fully prepaid and by depositing said envelopes in a US Post Office mail box in Jerseyville, Illinois on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Petitioner or Legal Representative

Date

[PLEASE INCLUDE NAMES AND ADDRESS OF ALL ADJACENT  
LANDOWNERS ON A SEPARATE SHEET OF PAPER]

NOTICE TO ADJACENT LANDOWNERS

EXCERPT FROM JERSEYVILLE ZONING CODE, DOCUMENT #5

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 are receiving this excerpt, along with a notice of public hearing to adjacent landowners and a copy of petition which has been filed requesting an amendment to the zoning code, because the petition reflects that you own a property located adjacent to the property sought to be rezoned. As an adjacent owner you have certain rights as stated in this excerpt. You should review paragraph E regarding written protest, should you desire to contest this rezoning request.

Denise C. Hayes  
City Clerk

NOTICE OF PUBLIC HEARING TO ADJACENT

You are hereby notified that a petition to annex as \_\_\_\_\_ the

\_\_\_\_\_ Proposed  
Zoning Classification

has been filed with the City Clerk of the City of Jerseyville, to reclassify and rezone the

following described real estate:

[SEE ATTACHED LEGAL DESCRIPTION OF THE SUBJECT REAL ESTATE]

The real estate is not zoned, and its current use is \_\_\_\_\_.

Petitioner seeks to classify the real estate as \_\_\_\_\_

\_\_\_\_\_ Proposed  
Zoning Classification

for future use as \_\_\_\_\_.

Proposed Future Use

A public hearing will be held by the Planning and Zoning Board of the City of Jerseyville on

\_\_\_\_\_ at \_\_\_\_\_ p.m. at City Hall, 115 East Prairie St.,

Jerseyville, Illinois, to hear comments and consider classifying this property as

requested. In response to the COVID pandemic, interested parties wanting to participate in

this hearing, may also do so by calling the teleconference number at 618-639-3334 and

entering pin #02088.

NOTICE TO ADJACENT LANDOWNERS

RE: PETITION TO ANNEX AND REZON

DOCUMENT #7

EXCERPT FROM JERSEYVILLE ZONING CODE, TITLE 11

Enclosed is an excerpt from the Jerseyville Zoning Code, Title 11, Section 11-3-4, paragraphs A through I, which governs the procedure for a petition seeking an amendment to the City zoning code to rezone property to a different zoning classification. You are receiving this excerpt and a copy of the petition which has been filed requesting an amendment to the zoning code, because the petition reflects that you own a property located adjacent to the property sought to be rezoned. As an adjacent owner, you have certain rights as stated in this excerpt. You should review paragraph E regarding written protest, should you desire to contest this rezoning request.

When the petition also seeks to annex property into the City, as in this case, the hearing is held before the City Council at a regular or special City Council meeting, rather than first going to the Planning and Zoning Board. The City Council will determine both whether to annex the property into the City

and whether to accept the zoning classification as proposed in the petition. Your rights as an adjacent landowner only apply to the acceptance of the proposed zoning classification by the City.

Denise C. Hayes  
City Clerk

DOCUMENT #8