

## **HOW TO PETITION THE CITY FOR ZONING RECLASSIFICATION (REZONING)**

All land within the City of Joliet is classified within one of the several zoning districts established by the Joliet Zoning Ordinance. Each zoning district has specific regulations which govern the use and development of land within the district. When a property owner desires to change the zoning of a property, the following procedure should be followed:

1. Applicant checks with Planning Division staff to check requirements of zoning reclassification.
2. Applicant files a petition for zoning reclassification at least 27 days before the Plan Commission meeting.
  - a. Submission requirements
    - i. Petition for Zoning Reclassification
    - ii. Ownership Disclosure
    - iii. Legal Description
    - iv. Fees
      - a. Application fee: \$500
      - b. Sign deposit (properties that are less than one acre): \$100
    - v. Plat of Zoning: if a large area is being rezoned or multiple zonings are being requested, a Plat of Zoning may be required
    - vi. Plat of Survey: if no Plat of Zoning is required
  - b. Deadlines and meeting dates
    - i. Filing deadline dates available from website (Joliet.gov)
    - ii. Once application is accepted and staff determines it is complete, the petition will be placed on the Plan Commission agenda (meets third Thursday of the month)
3. Applicant posts signs, in accordance with Zoning Ordinance Sections 47-19.7(6) and 47-20.2, at least 15 days prior to the public hearing.
  - a. For parcels greater than one acre, the applicant is responsible for obtaining and posting the signs.
  - b. For parcels less than one acre, the City prepares the signs, and the applicant pays a \$100 sign deposit and posts the signs.
4. Staff reviews the application at the **Design Review meeting**, held the first Thursday of the month at 9:00 a.m. (two weeks prior to Plan Commission).
  - a. Applicant must attend the Design Review meeting unless otherwise directed
  - b. Design Review typically includes Planning, Public Works, and Public Utilities
5. Staff prepares a report to the Plan Commission.

6. **Plan Commission** holds a public hearing and makes a recommendation to the City Council.
  - a. The applicant or authorized agent must attend the hearing to represent the petition and answer any questions.
  - b. Plan Commission meetings are held the third Thursday of the month at 4:00 p.m. in the City Hall Council chambers.
  
7. **City Council** reviews the reclassification request.
  - a. It is recommended that the applicant or authorized agent attend the pre-Council and Council meetings.
  - b. The petition is generally placed on the second Council meeting agenda in the month following Plan Commission. Check with Planning staff to determine exact dates.
  - c. Council meetings are held on the first and third Tuesdays of the month at 6:30 p.m. in the City Hall Council Chambers; Pre-Council meetings are held at 5:30 p.m. on the Monday before the Council meeting
  
8. If approved by City Council, the City records the ordinance approving the zoning reclassification.

ESTIMATED TIME FROM RECEIPT OF PETITION TO CITY COUNCIL ACTION: 60 DAYS

**Forms:** Applications, the ownership disclosure, the fee schedule, and filing deadlines and meeting dates can be found on the City's website:

<https://www.joliet.gov/government/departments/community-development/planning-zoning/petitions-meeting-dates>

CASE NO. \_\_\_\_\_

DATE FILED: \_\_\_\_\_

CITY PLAN COMMISSION  
JOLIET, ILLINOIS

**PETITION FOR RECLASSIFICATION**

PETITIONER'S NAME: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

CELL #: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

BUSINESS PHONE: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

COMMON ADDRESS: \_\_\_\_\_

PERMANENT INDEX NUMBER (Tax No. PIN): \_\_\_\_\_

LOT SIZE: WIDTH \_\_\_\_\_ DEPTH \_\_\_\_\_ AREA \_\_\_\_\_

PRESENT USE: \_\_\_\_\_ ZONING: \_\_\_\_\_

USES OF SURROUNDING PROPERTIES: NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

EAST: \_\_\_\_\_

WEST \_\_\_\_\_

ZONING CLASSIFICATION REQUESTED: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

PROPERTY INTEREST OF PETITIONER: \_\_\_\_\_

OWNER OF PROPERTY: \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

**CELL:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**CITY, STATE, ZIP:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

The ownership of all property held in a trust must be submitted on a Certificate of Ownership.

STATE OF ILLINOIS) ss  
COUNTY OF WILL )

I, \_\_\_\_\_, depose and say that the above statements are true and correct to the best of my knowledge and belief. I agree to be present in person or by representation when this petition is heard before the Plan Commission.

\_\_\_\_\_  
Petitioner's Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

## CITY OF JOLIET OWNERSHIP DISCLOSURE FORM

The City of Joliet requires that applicants for zoning relief, subdivision approval, building permits and business licenses disclose the identity of all persons having an ownership interest in the business and the real property associated with the application. A copy of this form must be completed and submitted with other application materials. Failure to properly complete and submit this form may result in the denial of the application.

### I. INFORMATION ABOUT THE APPLICATION

This form is submitted as part of an application for the following (check all that apply):

- Rezoning, Special Use Permit, Variation, or Other Zoning Relief (Complete Sections II and III)
- Preliminary Plat, Final Plat, or Record Plat of Subdivision (Complete Sections II and III)
- Building Permit (Complete Sections II and III)
- Business License (Complete All Sections)

### II. INFORMATION ABOUT THE PROPERTY

The address and PIN(s) of the real property associated with this application are:

\_\_\_\_\_

PIN(s): \_\_\_\_\_

### III. PROPERTY OWNERSHIP

Select the type of owner of the real property associated with this application and fill in the appropriate contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Land Trust:** State the names, addresses, and phone #'s of the trustee(s) and all beneficiaries
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization or the right to direct the affairs of the organization

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**IV. BUSINESS OWNERSHIP**

If the owner of the business is different than the owner of the real property associated with the application, then the following information must be provided:

Select the type of business owner associated with this application and fill in the contact information below:

- Individual:** State the names, addresses, and phone #'s of the individual owner(s)
- Corporation:** State the names, addresses, and phone #'s of all persons holding 3% or more of the stock of the corporation and the percentage of shares held by such stockholders
- Limited Liability Company:** State the names, addresses, and phone #'s of all members of the company along with the percentage of ownership held by each member
- Partnership:** State the names, addresses, and phone #'s of all partners
- Other type of organization:** State the names, addresses, and phone #'s of all persons having a legal or equitable ownership interest in the organization

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**E-MAIL:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**NOTE:**

If a stockholder, member, beneficiary or partner disclosed in Section III or Section IV is not an individual, then the individuals holding the legal or equitable title to the real property or business associated with the application must also be disclosed. For example, if the real property associated with an application is owned by a land trust, and the beneficiary of the land trust is a limited liability company, then the members of the limited liability company must be disclosed. If one of the members of the limited liability company is a partnership, then the identity of the partners must be disclosed. If one of the partners is a corporation, then all persons owning 3% or more of the issued stock must be disclosed.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Name, Title, and Telephone Numbers of Person Completing and Submitting This Form:**

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### **How to Post a Sign for any Land Use Change**

In an effort to increase the awareness of neighborhoods of potential land use changes in their areas, the City of Joliet requires posting of a sign giving notice of a hearing on a proposed land use change. All petitions filed for review by the Zoning Board of Appeals and Plan Commission must follow these procedures:

1. At least one sign for every 500 feet of street frontage, with a minimum of one sign on each street abutting the property shall be posted. If the property in question is more than 1 acre please refer to page 2 for information.
2. The sign shall be posted at least 15 days but not more than 30 days before the hearing date.
3. The sign shall contain the time and place of the public hearing and the nature of the land use change being requested. It shall be placed in a conspicuous location on the property so it may be observed and read from the street.
4. The sign shall be provided by the City of Joliet Planning Division upon the applicant's payment of a \$50.00 deposit for each sign.
5. It shall be the applicant's responsibility to post the sign. Written certification of the posting of the sign shall be provided by the applicant to the City with the date and location of the posting of the sign.
6. Upon completion of the public hearing, the sign shall be removed and returned to the City within ten days. The applicant's deposit shall be refunded upon return of the sign.
7. Failure to post the sign as required may result in the deferral of action on, or the denial of, the applicant's petition.

**Requirements For Posting Land Use Change Informational Signs**

(6) Land Use Change Informational Signs: In addition to the publication of newspaper notice for a public hearing on any request for a land use change (such as a petition for a variation, special exception, variation of use, or zoning reclassification) and any request for subdivision approval (preliminary plat), notice of a public hearing on such land use change shall be given by posting one or more land use change informational signs on the subject property in accordance with the following provisions:

**(A) For parcels comprising 1 acre or more:**

- (1) The applicant or the applicant’s agent shall erect a sign or signs with minimum dimensions of three (3) by four (4) feet. The number and location of the sign(s) shall be determined by the City Manager or his designee.
- (2) The sign(s) shall conform to the format provided by the City Manager or his designee and shall contain the time and place of public hearing and the nature of the application (SEE BELOW)
- (3) The sign(s) shall be posted at least 15 days but not more than 30 days before the public hearing date.
- (4) It shall be the responsibility of the applicant to prepare and create such signs and to erect whatever framework that may be necessary to display the signage.
- (5) Upon completion of the public hearing, the sign(s) shall be removed within 10 days. If the applicant fails to remove the sign, the City of Joliet may remove the sign, and the cost of such removal shall be billed to the applicant and shall constitute a debt payable to the City.

**NOTICE OF PUBLIC MEETING  
CITY OF JOLIET, IL**

DATE/TIME: \_\_\_\_\_

LOCATION: City Hall Council Chambers  
150 W. Jefferson St., Joliet

DESCRIPTION OF REQUEST:  
 \_\_\_\_\_  
 \_\_\_\_\_

FOR MORE INFORMATION CALL: 815-724-4040 OR  
815-724-4050

**COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF JOLIET**