



VILLAGE OF MINOOKA
121 E. McEVILLY ROAD
MINOOKA, ILLINOIS 60447

RULES FOR APPLICATION PROCEDURE

1. **1 copy of the completed petition for change, a copy of which is attached and made a part of this rule.**
2. **10 copies 11” X 17” of a plat plan or other drawing showing the details of the proposal**
3. **A cover letter stating the action requested, date of requested hearing before the Plan/Zoning Board and a list of all enclosures and plans.**
4. **Filing fee**

An application for change will be processed as follows:

1. Submission of the 4 items listed above to the Village Clerk by the applicant. The Village Clerk shall assign case number, set up a file, assign a hearing date before the Plan/Zoning Board, and publish legal notice in the Morris Daily Herald and the Joliet Herald News. Legal notice must be published between 15 and 30 days prior to the hearing, therefore the petition must be filed with the Village Clerk at least 30 days prior to the hearing date requested. The Village Clerk shall forward a copy of the legal notice to each of the owners of surrounding properties as shown in the petition by ordinary mail.
2. The Plan/Zoning Board will review the petition for conformity with the comprehensive Plan, the Minooka Zoning Ordinances, as well a to generally accepted standards of land use policy.
3. The Plan/Zoning Board will conduct a public hearing to consider the petition for change. The plan/zoning Board will make a written recommendation to the Board of Trustees to approve or deny the petition.

FOR OFFICE USE ONLY

Case No. _____	Surrounding Owners Notified _____
Date Filed _____	Hearing/Review Date _____
Date Published _____	Recommendation:
	Approved _____ Denied _____

REQUEST FOR HEARING BEFORE THE PLAN/ZONING BOARD

DATE FILED _____

CASE # _____

_____ APPEAL

_____ CONDITIONAL PERMITTED USE

_____ AMENDMENT

_____ PRELIMINARY PLAT

_____ VARIANCE

_____ FINAL PLAT

PETITIONER _____

NAME OF PROPERTY OWNER/S _____

ADDRESS _____

PRESENT ZONING _____

PURPOSE OF HEARING _____

I (we) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief:

Signature of applicant

Date _____

Signature of owner

FEES:	1. Zoning Amendment	\$500.00
	2. Conditional Permitted Use	\$500.00
	3. Preliminary Plat	\$250.00
	4. Variance	\$125.00
	5. Final Plat	\$100.00

Cover Letter

All items are due and fees are to be paid at least 30 days prior to the regular meeting that your hearing is to be held or it will be set forward to the following regular meeting.

SURROUNDING PROPERTIES:

The undersigned hereby certify that the following is a true and correct list of the names and addresses of persons owning property within 250 feet in all directions of the subject property as such names are recorded in the office of the County Clerks and County Tax Assessors of Grundy, Will, or Kendall County. The number of feet occupied by all public roads, streets, alleys, and other public ways has been excluded in computing the 250 foot requirement.

OWNER

MAIL ADDRESS

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

NOTE: If it is determined that the proposed variance or amendment will have an impact of the School Districts, Fire Protection District and/or the Police Department, they will be notified of the hearing.

APPLICANT AND OWNER:

Name of Applicant(s): _____

Address of Applicant(s): _____

Telephone: _____ Home _____ Work _____

The undersigned certifies that the Applicant is a person having a free-hold interest, a possessory interest entitled to exclusive possession, a contractual interest which may become a free-hold interest, an option to purchase, or has some other exclusive possessory interest in the land described in this petition. The Applicant has attached copies of the following documents to show the nature of his interest:

- (a) Policy of Title Insurance and Deed.
- (b) Copy of contract to purchase, option, or lease.
- (c) Copy of land trust agreement and all amendments certified by land trustee, and copies of any assignments of beneficial interest in the trust.

PLAN/ZONING BOARD
MINOOKA, ILLINOIS
PETITION FOR CHANGE

A change is requested on the property described below, in conformity with the plans on permit application number _____ dated _____. I hereby request the following:

Description, Use, and Zoning of Property

Legal description (may be attached on separate paper if it is necessary. Applicant is responsible for correct legal description:

Real Estate Tax Index No.: _____

Common Address: _____

Lot Size and Dimensions: _____

Present Use: _____

Zoning District: _____

Name of Owner(s): _____
(If other than Applicant)

Telephone: _____

Reason for Request:

The change requested should be allowed because of the following practical difficulties or particular hardships imposed by the strict application of the Minooka Regulations:

Date: _____

Applicant Signature

Date: _____

Applicant Signature

PLAN/ZONING BOARD EVENT	VILLAGE CODE SECTION	PUBLICATION REQUIREMENT?	PUBLIC HEARING?
AMENDMENT (to Zoning Code)	5-11-8	Yes	Yes
APPEAL (decision from Building Officer, etc)	5-11-7	No	No
CONDITIONAL PERMITTED USE	5-11-9	Yes	Yes
PLAT – (Preliminary)	6-2-1	No	No
PLAT – (Final)	6-2-1	No	No
VARIANCE	5-11-6	Yes	Yes

DISCLOSURE OF OWNERSHIP INTEREST

I. PETITIONER: _____
NAME COMPANY

ADDRESS

CITY STATE ZIP CODE

II. NATURE OF BENEFIT SOUGHT: _____

III. NATURE OF APPLICANT *(please circle one of the following):*

- (a) Natural Person
- (b) Corporation
- (c) Land Trust/Trustee
- (d) Trust/Trustee
- (e) Joint Venture
- (f) Partnership / Limited Partnership
- (g) Limited Liability Company
- (h) Other

IV. If the applicant is an entity other than described in Section III, please state the nature and characteristics of the applicant: _____

V. If your answer to Section III was letter (b), (c), (d), (e), (f), (g) or (h), identify by name and address each person or entity who is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of a joint venture, general and limited partners in the case of a partnership or limited partnership, members in the case of a limited liability company or who otherwise has a proprietary interest, interest in profits and losses, or right to control such entity:

	NAME	ADDRESS	INTEREST
(a)	_____	_____	_____
(b)	_____	_____	_____
(c)	_____	_____	_____
(d)	_____	_____	_____

Note: If your answer to Section V identifies entities other than a natural person, additional disclosures are required for each such entity.

VI. SUPPORTING DOCUMENTATION. Attach documentation to corroborate ownership interest, such as the Partnership Agreement or Articles of Incorporation, if applicable. If the applicant includes a Land Trust or Trust, you must attach a sworn statement from the Trustee listing the beneficiaries.

VII. PERSON MAKING THIS DISCLOSURE ON BEHALF OF THE PETITIONER:

NAME		CAPACITY

ADDRESS		

CITY	STATE	ZIP CODE

VERIFICATION

I, _____, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the Petitioner, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure Of Ownership Interest, and that the statements contained herein are true in both substance and fact.

BY: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

(Seal)