



## MAP AMENDMENT APPLICATION

**Application is hereby made by:**

Full Name of Petitioner:

Full Name of Property Owner:

Street Address:

Street Address:

City, State and Zip:

City, State and Zip:

Phone Number with Area Code:

Phone Number with Area Code:

E-mail Address:

E-mail Address:

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**Property Information**

Street Address:

FULL legal description of property (MUST BE TYPED HERE. CANNOT BE ATTACHED):

Lake County Parcel Identification Number(s) (PIN)(List all):

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**Zoning and Use Information**

1. Zoning of the property:
2. Current use of the property:
3. Proposed zoning of the property:
4. Proposed use of the property that warrants this application for a map amendment:
5. If the proposed map amendment is approved, what improvements or construction is planned? (An accurate site plan may be required to establish that the proposed improvement can meet the minimum zoning requirements)

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## Findings of Fact

The City of Waukegan Zoning Ordinance requires that the Planning and Zoning Commission take into consideration the factors listed below in making its recommendation to the City Council. As the applicant, you must demonstrate why the proposed map amendment is appropriate. The burden of proof for a map amendment rests with the applicant. Each of the questions below must be addressed as part of the application. If you do not believe a particular factor does not apply to the property in question, indicate "Not applicable" **and explain why it does not apply.**

1. Identify the existing uses of the properties within the general area of the property in question.
2. Identify the existing zoning classification of the properties within the general area of the property in question.
3. Describe how the proposed map amendment will not have an adverse effect on the value of adjacent properties. *Compare the value of the subject property and nearby properties under the current zoning to their potential value under the proposed zoning.*
4. Describe how the subject property cannot be reasonably used for any of the uses currently permitted under its current zoning classification. *(Physical and market conditions may be considered.)*
5. How long has the property been vacant, as presently zoned, in comparison to other properties in the area where this property is located? *(If a property has been vacant longer than other similar properties in the area, it may be an indicator that the existing zoning is inappropriate.)*
6. What is the trend of development, if any, in the general area of the property in question?
7. How does the proposed map amendment, and ultimately the use of the property, relate to the land use plan of the current City of Waukegan Comprehensive Plan?



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## PROCEDURES

1. Pre-Application Meeting. A pre-application meeting with the Department of Planning and Zoning is **MANDATORY** prior to the preparation of this application. The applicant and/or his representative are asked to review the application prior to this meeting so that any questions regarding what is required can be addressed.
2. Submittal Meeting. Applications are due **BEFORE** the 8th of the month in order to be placed on the Planning and Zoning Commission agenda for the following month. This allows for the required publication of notices and the mailing of notices to surrounding property owners. The applicant and/or his representative are required to schedule and personally attend the submittal meeting. Applications **WILL NOT** be accepted without scheduling a submittal meeting. Applications will also not be accepted if there is anything missing from the Attachment Checklist below. Missing information may postpone the hearing date of this application until the month after the following month. Staff shall review the application for completeness, to make certain that the application meets the requirements of the Zoning Ordinance, and to issue a placard which the applicant must display on the subject property indicating the date and time of the public hearing.
3. Post Notification of Public Hearing. The applicant is responsible for and is **REQUIRED** by the Zoning Ordinance to post notification of the Planning and Zoning Commission's public hearing in a conspicuous place on the subject property facing the nearest improved street, not less than 15 days before the public hearing. This notification shall be posted on forms provided by the City of Waukegan Planning and Zoning Department.
4. Public Hearing. The applicant and/or his representative is **REQUIRED** to attend the Planning and Zoning Commission's public hearing whenever the proposed map amendment is scheduled to be heard (the second Thursday of the month after the application is received, if received in complete form and prior to the 8<sup>th</sup> of the month). Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, at 7:00 PM.
5. Community Development Committee Meeting. The applicant and/or his representative are **REQUIRED** to attend the Community Development Committee meeting. Meetings are held in the City Council Chambers, 100 N. Martin Luther King, Jr. Avenue, Waukegan, Illinois, on the first Monday of the month (and after the Planning and Zoning Commission public hearing) anytime between 5:00 PM and 7:00 PM.
6. City Council Meeting. If the Judiciary Committee forwards a recommendation, this application will be considered by the full City Council on the third Monday of the month at 7:00 PM.

## ATTACHMENT CHECKLIST

Fifteen (15) hard copies of this application, Plat of Survey (prepared by an Illinois Registered Land Surveyor), and proposed site plan.

One (1) electronic copy of this application, Plat of Survey, and proposed site plan on a CD.

One (1) hard copy of deed or title insurance policy to provide proof of parcel ownership.

One (1) hard copy of the Lake County tax map showing all properties within 250 feet of subject property. Copies of the map can be obtained at the Lake County Map Services Department, 18 N. County Street, Waukegan, Illinois.

A typed listing of all property addresses, which includes the full names of current property owners, mailing addresses of the current property owners, and Parcel Identification Numbers (PINs), which are partially or entirely within 250 feet from the edge of the subject property

Application fee of (choose from the pull-down menu):  
(Make checks payable to City of Waukegan).