



# Boone County Planning Department

1212 LOGAN AVENUE, SUITE 102

BELVIDERE, ILLINOIS 61008

PHONE: (815)-547-6698

EMAIL: [PLANNING@BOONECOUNTYIL.GOV](mailto:PLANNING@BOONECOUNTYIL.GOV)

Rev. 07/2023

## **APPLICATION FOR TEXT AMENDMENT**

### **( I N S T R U C T I O N S )**

#### **FOR ALL TEXT AMENDMENT CASES:**

**An acceptable application includes the following:**

- 1. Completed application with the appropriate signature;**
- 2. Application fee as listed on the attached fee schedule;**
- 3. Detailed written statement explaining the reason for the request, along with information on the requested amendment.**
- 4. If the request is for an amendment to the Comprehensive Plan a site plan, certified plat, or legal description needs to be submitted indicating the proposed change.**

**NOTE:** Applications can be filed at any time. Applications will not be processed until all of the required information has been submitted. See the schedule of meeting dates and deadlines for submittals.

Review the **FILING PROCEDURES** section within the application. Planning staff will prepare the legal notice and deliver it to the newspaper.

**If you have any questions about this application, please contact the Planning Department at (815) 547-6698 or [planning@boonecountyil.gov](mailto:planning@boonecountyil.gov)**



# Boone County Planning Department

1212 LOGAN AVENUE, SUITE 102

BELVIDERE, ILLINOIS 61008

PHONE: (815)-547-6698

EMAIL: PLANNING@BOONECOUNTYIL.GOV

## APPLICATION FOR TEXT AMENDMENT

---

### FOR OFFICE USE ONLY

### Meeting Dates

Case Number: \_\_\_\_\_

Filing Date: \_\_\_\_\_

ZBA Date \_\_\_\_\_

PZB Date \_\_\_\_\_

CB Date \_\_\_\_\_

---

**Zoning Ordinance or Comprehensive Plan Text Amendment (Please circle the appropriate answer)**

**Request:**

\_\_\_\_\_

**Applicant's Name:** \_\_\_\_\_

**Applicant's Address:** \_\_\_\_\_

**Applicant's Daytime Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**If applicable:**

**Attorney's Name:** \_\_\_\_\_

**Attorney's Address:** \_\_\_\_\_

**Attorney's Phone No:** \_\_\_\_\_ **Email:** \_\_\_\_\_

~~~~~

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STAFF'S SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Filing Fee – Amount Paid** \_\_\_\_\_ **Check Number:** \_\_\_\_\_



## **PUBLIC HEARING PROCEDURE**

The Boone County Zoning Board of Appeals conducts public hearings pursuant to State Law. Public hearings are conducted according to the following procedures:

1. After the staff presentation, the applicant will be sworn in by stating his/her name and address. "Do you swear to tell the truth to the best of your knowledge?"
2. The applicant will be requested to fully present his/her case and furnish the Board with pertinent information concerning their petition.
3. Other parties who favor the petition will be heard next, and those who oppose the petition will be heard last.
4. Each person making a statement will be requested to state their name and address and be sworn in.
5. Please refrain from repeating what has been said before you and please do not involve personalities.
6. Be as factual as possible.
7. The Board reserves the right to question any speaker.
8. All Statements or questions but be directed to the Chairperson.
9. The Board will make a decision on the matter during the public hearing.
10. If the Board feels that information is lacking, they may entertain a motion to table the approval of the petition pending additional information to be brought forth at the next meeting.

## Boone County Planning Processes

### Special Use 2.7

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Submittal</li> <li>• Notices and Publication sent out</li> <li>• Site Posted</li> <li>• Staff Review/Comments</li> <li>• Staff Report</li> </ul> |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Planning Commission Review and Recommendation                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| <ul style="list-style-type: none"> <li>• Zoning Board of Appeals Public Hearing</li> <li>• Adoption of Finding of Fact</li> </ul>                                                         |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Planning Zoning, and Building Review and Recommendations                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Final Decision<br>County Board                                                                                                                                                            |

### Variance 2.8

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Submittal</li> <li>• Notices and Publication sent out</li> <li>• Site Posted</li> <li>• Staff Review/Comments</li> <li>• Staff Report</li> </ul> |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| <ul style="list-style-type: none"> <li>• Zoning Board of Appeals Public Hearing</li> <li>• Adoption of Finding of Fact</li> </ul>                                                         |
| Final Decision<br>Zoning Board of Appeals                                                                                                                                                 |

### Text and Map Amendments 2.10

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Submittal</li> <li>• Notices and Publication sent out</li> <li>• Site Posted</li> <li>• Staff Review/Comments</li> <li>• Staff Report</li> </ul> |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| <ul style="list-style-type: none"> <li>• Zoning Board of Appeals Public Hearing</li> <li>• Adoption of Finding of Fact</li> </ul>                                                         |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Planning Zoning, and Building Review and Recommendations                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Final Decision<br>County Board                                                                                                                                                            |

### Comprehensive Plan Amendment 2.10.3

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Submittal</li> <li>• Notices and Publication sent out</li> <li>• Site Posted</li> <li>• Staff Review/Comments</li> <li>• Staff Report</li> </ul> |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Planning Commission Review and Recommendation                                                                                                                                             |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Planning Zoning, and Building Review and Recommendations                                                                                                                                  |
| <ul style="list-style-type: none"> <li>• Packets are mailed out</li> <li>• Posted on website</li> </ul>                                                                                   |
| Final Decision<br>County Board                                                                                                                                                            |