



Planning & Development Department  
 Five Plaza Drive, Woodridge, IL  
 Phone (630) 719-4711  
 Fax (630) 719-4906

# Village of Woodridge

## APPLICATION FOR A TEXT AMENDMENT TO THE ZONING CODE

NAME OF PROJECT: \_\_\_\_\_

NAME OF APPLICANT(S): \_\_\_\_\_

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

CITY, STATE, \_\_\_\_\_ TELEPHONE \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF PROPERTY OWNERS (IF APPLICABLE): \_\_\_\_\_

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

CITY, STATE, \_\_\_\_\_ TELEPHONE \_\_\_\_\_ FAX: \_\_\_\_\_

NAME OF ATTORNEY OR AGENT: \_\_\_\_\_

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

CITY, STATE, \_\_\_\_\_ TELEPHONE \_\_\_\_\_ FAX: \_\_\_\_\_

STANDARD FOR WHICH TEXT AMENDMENT IS REQUESTED: \_\_\_\_\_

PROPOSED TEXT AMENDMENT: (Attach proposed language on separate 8.5" by 11" sheet of paper)

REASON FOR TEXT AMENDMENT: \_\_\_\_\_

TYPES OF PROPERTIES AFFECTED BY THE PROPOSED TEXT AMENDMENT: \_\_\_\_\_

With the submittal of this application, I hereby request that the Mayor and Board of Trustees of the Village of Woodridge grant a text amendment to Title 9 of the Municipal Code of the Village of Woodridge as described in the attached documents and specifications, and do hereby certify that all information contained in this application and accompanying documentation is true and correct to the best of my knowledge. I also permit entrance on the Subject Property by Village officials for the purpose of inspections related to this request.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## REQUIREMENTS FOR APPLYING FOR A TEXT AMENDMENT TO THE ZONING ORDINANCE



**APPLICATION**

The following is a summary of the requirements pertaining to applications for **text amendments to Title 9** of the Municipal Code of the Village of Woodridge. For more details on any of the requirements summarized here, please refer to the Chapter 15, Zoning Administration and Enforcement, of the Zoning Ordinance of the Village of Woodridge. This application packet must be completed accurately and truthfully, in its entirety. It must contain an original signature of the applicant. The application consists of the form on the first page of this packet and a checklist detailing the required submittal items pertaining to **text** amendments. The original application and checklists, along with nine (9) copies, shall be submitted at the time of application.

**CHECKLISTS**

The following checklist has two sets of boxes to certify submittal of the required items. The applicant must certify his/her compliance by checking the first column of boxes or writing "NA" if the requirement is not applicable. The Village staff will, upon review of the items presented, certify that the application meets the Village's submittal requirements. Please be advised that review will not commence until the Planning and Development Department receives a **complete** application containing all required items.

Appl Staff

**APPLICATION FEE**

The applicant must submit an application fee in the form of a check, cashier's check, or money order made payable to the **Village of Woodridge**, in the total amount of:

\$500.00 for a Text Amendment to the Zoning Code

**FOUR REVIEW LIMITATION**

Four (4) staff reviews are included with the application fee submitted with respect to any application/petition. If at the applicant's request, or in the opinion of the Village staff, more than four (4) reviews are required prior to the application being reviewed by the Plan Commission, the applicant, or agent thereof, shall pay to the Village \$500.00 for each review in excess of four (4). Review of the fifth (5<sup>th</sup>) and subsequent submittals will not commence until the \$500 fee has been paid.

**REIMBURSEMENT OF FEES AGREEMENT**

The applicant will also be responsible for paying any and all costs associated with the review of the proposal by legal, engineering, planning or other consultants retained by the Village, together with any costs related to public hearings, including, but not limited to, public notice publication costs, court reporter fees, and public notice certified mailing expenses. In order to ensure payment, the applicant must file an original, executed Reimbursement of Fees Agreement, and place a deposit of funds on escrow, pursuant to the terms set forth in Section 3-1A-3A of the Village Code. The agreement must be submitted with an original signature.

**TEXT AMENDMENT**

**Ten (10) copies** of the proposed text amendment must be typed and submitted on a separate 8.5" x 11" sheet of paper.