



**TEXT AMENDMENT
APPLICATION**

**98 East Third Street
Manteno, IL 60950
815-929-4800**

APPLICATION INSTRUCTIONS FOR A TEXT AMENDMENT

Please read and follow all instructions carefully!

1. **APPLICATION FORM:** The attached application must be completed in its entirety, providing all information requested. Incomplete applications will not be processed until all information has been provided.
2. **APPLICATION FEE:** The application fee of \$400.00 shall be paid at the time the application is submitted. Please make check payable to the "Village of Manteno". The fee is non-refundable, regardless of the outcome of the hearing.
3. **APPLICATION SUBMITTAL SCHEDULE:** The application must be submitted to the Village Hall at least **twenty (20) days prior** to the Planning Commission meeting. Planning Commission meetings are held on the second Tuesday each month, unless there are no agenda items.
4. **LEGAL NOTICE:** The Village will place the appropriate legal notice of the public hearing in a newspaper of general circulation in the Village, not more than 30 days nor less than 15 days prior to the public hearing, in accordance with state law.

PUBLIC HEARING PROCEDURE

1. The applicant may appear on their own behalf or be represented by counsel or agent.
2. All witnesses shall testify under oath.
3. The applicant or his representative may make a statement outlining the nature of their request prior to introducing evidence.
4. Evidence shall be presented in the following order:
 - a. Applicant presents evidence
 - b. Board cross examines applicant, witnesses, or evidence
 - c. Attendees may ask questions of applicant, witnesses, or evidence
 - d. Objectors present evidence
 - e. Board cross examines objector, witnesses, or evidence.
 - f. Attendees may ask questions of objector, witnesses, or evidence
 - g. Rebuttal by applicant
 - h. Rebuttal by objectors
 - i. Closing of public comment portion of hearing
 - j. Compilation of findings of fact by Board
 - k. Recommendation by Board
5. The Board shall not be bound by the strict rules of evidence, but it may exclude irrelevant, immaterial, incompetent or unduly repetitious testimony or other evidence.
6. An applicant or objector, or his agent or attorney, may submit a list of persons favoring or opposing the application. Such list will be accepted as an exhibit if it contains nothing more than a brief statement of the position of the persons favoring or opposing the appeal, together with the signature of the persons subscribing to such statement.
7. The Chairman shall rule on all questions relating to the admissibility of evidence, which may be overruled by a majority of the Board.
8. It shall take a concurring vote of four (4) members of the Planning Commission to recommend approval of any petition. All recommendations shall be made at a public meeting by motion made, seconded, and the Chairman polling the membership by a roll call vote. Said recommendation shall be in writing and submitted to the Village Board within sixty (60) days after the final public hearing.
9. The Village Board, upon recommendation of the Planning Commission, may grant or deny any proposed text amendment in accordance with applicable Illinois statutes, or may refer it back to the Planning Commission for further consideration.
10. Right of appeal, if denied, shall be in accordance with state law.

Please detach and keep these pages for your reference.

PLANNING COMMISSION
VILLAGE OF MANTENO, ILLINOIS
PETITION FOR TEXT AMENDMENT

<u>Village Use Only</u>
Application Rec'd: _____
Fee Paid: _____
ZBA Hrg. Date: _____
ZBA Action: _____
Vill. Bd. Date: _____
Vill. Bd. Action: _____

Case No. _____

Pursuant to the Village Code of Manteno, as amended, the undersigned hereby files this Petition, with the applicable filing fee, to the Planning Department requesting a text amendment in accordance with the provisions of the Zoning Ordinance of the Village of Manteno, Kankakee County, Illinois.

Applicant: _____

Business Name: _____

Address _____

Phone _____

FAX _____

Email _____

Attorney, *[if applicable]*: _____

Address _____

Phone _____

FAX _____

Email _____

1. This is a request for a text amendment to Section _____
of the Village of Manteno Zoning Ordinance.

2. Current text reads as follows: _____

3. Proposed text shall read as follows: _____

4. The interest of the applicant is: _____

5. State the reason for the text amendment: _____

6. Address each of the following standards, indicating how they relate to
your request.

(a) What effect will the proposed amendment have on the
comprehensive planning of the entire village:

(b) What changes in community characteristics may take place because
of the proposed change:

(c) What is the specific reason for justifying the changing and/or wording of the present ordinance:

(d) Explain whether the proposed amendment of the text is designed to correct an improper situation or would result merely in the granting of special privileges:

I hereby verify, under oath, that I am personally familiar with all of the facts stated herein and that such are true and correct:

Applicant Date

I, _____, a Notary Public in and for the State of Illinois, hereby state that on the _____ day of _____, 20____. the above captioned applicant appeared before me and, under oath, stated that all matters contained in this zoning petition are true.

Notary Public

My Commission Expires: _____

If owner is a corporation or trust, attach the name of all officers, trust name, trust number, trust date, and a list of all trustees.