

## PROCEDURES FOR A ZONE CHANGE REQUEST

The following requirements shall be met in order to secure a Zone Change from the Kane County Planning Commission.

1. Applicant must be the title owner of said property or have Power of Attorney to act on behalf of the owner.
2. Pay the required \$100 fee, plus \$10 for each notice mailed out to property owners.
3. Provide the names and addresses of all property owners within 500 feet of the proposed Zone Change.
4. Submit in writing the reason a Zone Change is requested.
5. Provide the legal description of the area to be changed.
6. Provide a map indicating the area to be changed.
7. Submit the request for a Zone Change to the Planning Commission by the second Wednesday of the month.

Notice shall be published in the county newspaper at least once.