



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 \$250 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 last Wednesday of the month.

If approved by the Planning Commission, the Zone Change request shall be submitted to the County Commission for a public hearing.

Notice shall be published in the county newspaper at least once 10 days prior to the hearing.

Fee: _____
Paid: _____

REQUEST FOR ZONE CHANGE

Owner Name: _____ Date: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____

LOCATION AND LEGAL DESCRIPTION AND PARCEL # OF SUBJECT PROPERTY:

Current Zone: _____
Proposed Zone: _____

INTENDED USE AND REASON FOR ZONE CHANGE: _____

I (we) certify that the proposed zone change will conform to the Kane County Zoning Ordinance and that no changes will be made without prior approval.

Signature of owner
or authorized Representative: _____

PLANNING COMMISSION ACTION: APPROVE _____ DENY _____

COMMENTS: _____

PLANNING COMMISSION CHAIRMAN _____ Date _____