

AMENDMENT INSTRUCTIONS

1. Review the FACTORS and ORDINANCE TEXT
 - a) Copy each item on the document entitled **ZONING AMENDMENT FACTORS** and respond to each item.
 - b) If you are seeking a **TEXT AMENDMENT**, respond to all factors applicable. *Provide the ENTIRE proposed/revised text on a separate sheet of paper, include with the application and email in a Word document to Cathy Chiarelli and Rebecca VonDrasek*
 - c) The Zoning Regulations are available online. Follow the link below to Title 13 – Zoning Regulations [Zoning Regulations](#)
2. Meet with the DEVELOPMENT SERVICES Planning Staff.

If you have not reviewed your requested amendment with Staff by providing materials, documents through email communication then before proceeding with the following steps, it is advisable to meet or contact staff. The process and applications will be reviewed with your prior to submitting any hard copies and any questions that you may have will be answered.

3. Complete the PUBLIC HEARING APPLICATION FORM. Review and follow the **Public Hearing Submittal Documents Guideline**.
4. Complete the SURROUNDING PROPERTY OWNERS FORM (NOT applicable for Text Amendment).

If in doubt regarding whether or not to include a property on this list, it is advised that you include it. Information needed may be obtained from DuPage county or the Assessor's Office:

**DuPage County	York Township	Downers Grove Township
Planning and Zoning Admin.	Assessor's Office	Assessor's Office
421 County Farm Road	1502 Meyers Road	4340 Price Street
Wheaton, IL 60187	Lombard, IL 60148	Downers Grove, IL 60515
630-407-6756 or 630-514-0628	630-627-3354	630-968-2100

5. Complete and gather all applicable SUBMITTAL DOCUMENTS. Please pay special attention when preparing your letter of explanation
6. Deliver all of the above to:
Planning Technician, Development Services Department
Village of Oak Brook
1200 Oak Brook Road
Oak Brook, IL 60523

For Assistance, please fee free to contact Cathy Chiarelli (630-368-5106 or Rebecca VonDrasek at 630-368-5103

ZONING AMENDMENT FACTORS

The following is an excerpt from Plan Commission and Zoning Board of Appeals Rules of Procedure

Section 8.3 (PC) The Commission shall consider the following factors in its consideration of a request for a zoning amendment:

Section 10.3 (ZBA) The Zoning Board sitting as a zoning commission may consider the following factors in its consideration of a request for a zoning amendment:

- (a) The character of the neighborhood.
- (b) The extent to which property values are diminished by the particular zoning restrictions;
- (c) The extent to which the removal of the existing limitations would depreciate the value of other property in the area;
- (d) The suitability of the property for the zoned purposes.
- (e) The existing uses and zoning of nearby property.
- (f) The length of time under the existing zoning that the property has remained unimproved, considered in the context of land development;
- (g) The relative gain to the public as compared to the hardship imposed on the individual property owner;
- (h) The extent to which the proposal promotes the health, safety, morals or general welfare of the public;
- (i) The relationship of the proposed use to the Comprehensive Plan; and
- (j) The community need for the use proposed by the property owner.

Section 8.4 (PC) Following consideration of the application, the Commission shall transmit to the Zoning Board of Appeals and Village Board a written report giving its findings and recommendations.

Section 10.4 (ZBA) Following such hearing, the Zoning Board sitting as a zoning commission shall transmit to the President and Board of Trustees a written report giving its findings and recommendations for action to be taken by the President and Board of Trustees.

Section 10.5 (ZBA) Applications for amendments to the Zoning Ordinance may be filed alone or as an alternative to other zoning relief sought by the applicant.

ORDINANCE TEXT

The following is an excerpt from the Zoning Regulations

13-14-8: AMENDMENTS:

- A. **Authority:** This Title may be amended from time to time by ordinance in accordance with applicable Illinois statutes. No vote shall be taken upon the adoption of a proposed amendment by the Village Board of Trustees until after a public hearing before the Zoning Board of Appeals and a report of its findings and recommendations has been submitted to the Board of Trustees along with the recommendation of the Plan Commission.
- B. **Initiation Of Amendment:** Amendments may be proposed by the Village Board of Trustees, Plan Commission or Zoning Board of Appeals, and by any person having a freehold interest, a possessory interest entitled to exclusive possession, a contractual interest which may become a freehold interest or any exclusive possessory interest which is specifically enforceable on the land which is described in the proposal for an amendment.
- C. **Processing:**
1. A proposal for an amendment shall be filed with the Village Clerk and thereafter entered into the records of the first meeting thereafter of the Board of Trustees.
 2. A copy of such proposal shall be forwarded by the Village Clerk to the Zoning Board of Appeals with a request to hold a public hearing and submit to the Board of Trustees a report of its findings and recommendations. Such public hearing shall be held upon notice as required by Illinois Compiled Statutes.
 3. The Village Clerk shall also transmit a copy of such proposal to the Plan Commission. The Plan Commission shall submit an opinion report relative to such proposed amendment to the Zoning Board of Appeals and Board of Trustees.
- D. **Decisions:** The Board of Trustees, upon report of the Plan Commission, if such report is made, and the report of the Zoning Board of Appeals, and without further public hearing, may vote upon the adoption of any proposed amendment in accordance with applicable Illinois Compiled Statutes, or may refer it back to the Boards for further consideration.
- E. **Reapplications:** Any person having been denied an amendment to this Title respecting a specific parcel of property may not reapply for a like amendment on said real property until the period of one year has elapsed since the denial of the application for amendment by the President and Board of Trustees. (Ord. G-60, 3-22-1966; Ord. G-137, 9-14-1971)

Link to: [Zoning Ordinance Section 13-14-8](#)